CENTENARY COLLEGE STUDENT HANDBOOK

1998-1999

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Campus Mail

Welcome to Centenary College of Louisiana

Established 1825

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Alma Mater

Where the sleepy, silver bayou
Gleams among the pines,
Watching o'er the throbbing city
Alma Mater shines

Chorus

Forward, forward Centenary –
Time and tide may fail,
But our hearts shall love thee ever –
Centenary Hail!

Like a wave the mighty city
Surges 'round they feet.
Guide it, train it, teach it wisdom
Alma Mater sweet.

Chorus:

Forward, forward Centenary –
Time and tide may fail,
But our hearts shall love thee ever –
Centenary Hail!

Green the boughs that rustle 'round thee
On they stately crest:
Greener is our mem'ry of thee -
Alma Mater blest.

Chorus:

Forward, forward Centenary –
Time and tide may fail,
But our hearts shall love thee ever –
Centenary Hail!

CENTENARY
COLLEGE

OFFICE OF THE PRESIDENT

August 1998

Dear Centenary Student:

The beginning of a new academic year is always exciting. It marks the time to start a year of studies with a clean slate and a sense of anticipation about new subjects and new challenges for the year ahead. If you are a first-time student, we say "welcome to the Centenary community." For those of you who are returning, please accept our heartiest "welcome back."

While at Centenary, you will be challenged to meet high standards in your academic and personal life. Centenary is fortunate to be small enough to offer personal and individual attention, yet large enough to present a full range of opportunities. Our talented faculty and dedicated staff stand ready to assist you during your college career and beyond.

This 1998-99 Student Handbook has been carefully planned and prepared as a guide to Centenary's services, resources, opportunities, and regulations. Please take advantage of the insights it offers. If you have questions, please do not hesitate to ask. Centenary is a student-centered campus and your success is at the heart of all that we do here. I look forward to seeing you on campus.

Sincerely,

Kenneth L. Schwab
President

CENTENARY COLLEGE OF LOUISIANA
2911 Centenary Boulevard, P.O. Box 41188, Shreveport, Louisiana 71134-1188
Telephone (318) 869-5101, FAX (318) 869-5026

The Vision

Since its founding in 1825, Centenary College has been committed to preservation of academic rigor, high standards of personal conduct, and an integrated development of the mind, body, and spirit of its students. Consistent with its affiliation with the United Methodist Church and recognition of the importance of supporting the development of spiritual values in its students, the college will continue to encourage a life-long dedication not only to learning but also to serving others.

In its journey toward the 21st century, the institution will continue to enhance its reputation as one of the premier student-centered liberal arts colleges in the nation - one that leaves a positive and permanent mark on the life of every graduate and focuses on the development of cultured, well-rounded individuals who will become responsible as citizens, skillful in the work place, and capable of exercising a high degree of leadership.

Our student body will be significantly diverse, comprised of a wide variety of persons from different cultures, geographical areas, and age groups. Under the guidance and mentorship of gifted faculty and staff, students will excel in high-quality programs in the liberal arts and professional studies, and they will develop on a campus characterized by rich opportunities for interaction with outstanding scholars, artists, and leaders. Increasing numbers of students will enroll in graduate and professional programs after completion of their undergraduate studies and develop as leaders in their chosen fields of endeavor.

Building on current strengths, the college will increase its standing in national publications as one of the nations' finest small colleges, elevated its position within the ranks of the top 200 math/science programs in the U.S., and enhance its status as a regional center for the performing and visual arts. The primary focus of programs will be on undergraduate education in the liberal arts and sciences, but the college will continue to offer a limited number of graduate programs that reflect the special needs of the region's population and the economy. All programs will be taught by faculty who are not only recruited for their strong academic credentials but also for their demonstrated skills as teachers, their commitment to scholarship, and their recognition of the centrality of the involvement of students - hands-on - in their own learning.

In addition to the importance of the college as a place that nurtures and sustains high-quality teaching and learning, together with the development of character, we recognize the significance of Centenary College as a good place *to be*. As such, the college will continue to develop both activities that are educational in nature and those that are simply *fun*. Already known for the beauty of its setting, the institution will also continue to develop and enhance the physical plant and campus grounds, both in support of the high quality of life to which we are committed and as a visual statement - one that reflects the excellence of what takes place every day at Centenary College.

To realize this vision, Centenary will focus its efforts over the next three to five years in four areas: increase academic quality, enhance student life, support technology, and develop superior financial management, development, and external relations resources on behalf of the college.

CENTENARY COLLEGE

STUDENT GOVERNMENT ASSOCIATION

August 1998

Dear Centenary Student:

On behalf of the Centenary Student Government Association, I would like to welcome the new students as well as the returning students to Centenary College. We are happy to receive you into our community and encourage you to become an active member of the College.

The purpose of the Student Government Association is to serve the entire Centenary College community, and represent the student body. We conduct weekly evening meetings throughout the academic year as well as two Town Hall meetings during convocation hour for CP credit. SGA meetings are open to all students, and I invite you to attend and give us your input and support.

The best way to make the most of your years at Centenary is to get involved. Whatever your interests are, I am confident that you can find an organization you would like to become a part of. If you are interested in starting your own organization, you can do so by contacting a SGA member for an application.

If you have any further questions about the Student Government Association, or about getting involved in the Centenary community, please stop by our office. The SGA Office is located on the first floor of the Moore Student Union Building. You can contact us by telephone at (318) 869-5290, or feel free to contact me with any comments or concerns.

I look forward to meeting you during the upcoming year, wish you the very best, and hope you have a wonderful year at Centenary College.

Sincerely,

John Vincent Ware, President
Student Government Association

CENTENARY COLLEGE OF LOUISIANA
2911 Centenary Boulevard, P.O. Box 41188, Shreveport, Louisiana 71134-1188
Telephone (318) 869-5290

Student Life Expectations

What it means to be a Centenary student

Centenary College has a long history of excellence in both academics and in student reputation. Each student enrolled at Centenary is expected to represent themselves and the College in a manner which that characterizes respect, compassion and dignity.

Community standards have been and will continue to be set by both the College and the students. These standards are set in place so that students will be challenged educationally, socially, and developmentally to meet the expectations of society. In addition these standards are instilled with a respect for the moral and intellectual stature of student members of Centenary's academic and residential community. Centenary will challenge and respect each student and by doing so has set high standards of conduct for the community.

All students at Centenary are responsible for the community standards and policies set forth in the student handbook. It will be understood by the administration that each student has read the handbook and understands the policies and procedures outlined. Community violations and misconduct will be considered a judicial matter and will result in appropriate sanctioning. In addition, students involved in alleged criminal behavior on or off the campus can result in immediate suspension from the College. Any behavior that is determined to be a threat to the community or conflicts with the academic mission or vision statement of the college can also result in sanctioning or dismissal.

Good citizenship is a character trait that will follow each student into the world and manifest itself into both the rights and responsibilities of the individual as well as the community. The Student Life Office as well as the Office of Residence Life and Housing will support and challenge each student to aspire to such manifestations while encouraging students to hold both their peers as well as the College responsible in a similar fashion.

Rights, Responsibilities and Freedoms

Centenary College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

The guidelines which follow should be understood in the context of the educational mission of the College. Included are the educational and developmental activities and practices that are encounter outside the classroom as well as within academic venues. They should be interpreted in such a manner as to give full consideration to the rights and concerns of all segments of the community, rather than to concede absolute autonomy to the student sector, when matters of proper concern to the academic community as a whole are involved.

I. Freedom of Access to Higher Education

Within the limits of its facilities, Centenary College is open to all students who are qualified according to its admission standards. The facilities and services of the College are open to all of its enrolled students.

II. In The Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on the basis of academics and not on opinions or conduct in matters unrelated to academic standards.

A. *Protection of Freedom of Expression:* Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. *Protection Against Improper Academic Evaluation:* Students should have protection through orderly procedure against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. *Protection Against Improper Disclosure:* Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Grade Appeal Policy

A. Introduction

1) It is the policy of Centenary College that students are responsible for fulfilling prescribed course objectives, completing stated course assignments, and adhering to stated academic standards for each course in which they are enrolled. If an instructor has evaluated a student in a professionally accepted manner, an academic appeal is not warranted. Also, it is an inappropriate recourse for questions of professional competence or academic freedoms. Only charges of arbitrariness, capriciousness, and prejudice are subject to academic appeal.
2) Based on these principles, issues eligible for appeal involve computational errors, application of course rules, adherence to syllabi, consistency and communication of evaluation standards, and expressed bias.
3) Students who believe that their final grade reflects an arbitrary or capricious academic evaluation or reflects discrimination based on race, color, religion, age, sex, sexual orientation, or disability may employ the following procedures to seek modification of such an evaluation.

B. Procedures

1) If a student receives a final grade in a course which he/she believes is unfair, the student should first contact the faculty member involved prior to the end of the drop/add period of the next academic term.
2) If the student complaint is not resolved, the student may appeal his/her grade to the department chair. It is the student's responsibility to provide a written statement of the specific grievance with all relevant documentation (syllabus, guidelines for papers, presentations, etc.) attached.
3) If the department chair is unable to resolve the grade appeal to the satisfaction of either the student or faculty member involved, or the person giving the disputed grade is the department chair, then a written appeal with all relevant documentation may be made to the Provost and Dean of the College. The Provost may make recommendations to the student or instructor and will try to find an equitable solution to the dispute.
4) All parties to the grade appeal process (student, instructor, or department chair) are to maintain strict confidentiality until the matter is resolved.
5) Any grade change must be forwarded to the Provost and Dean of the College for review and endorsement.

IV. Student Records

Transcripts of academic records should contain only information about the academic status of the student and such action by the College, as suspension or expulsion for academic or disciplinary reasons which affect the student's eligibility to register at the College. Information from counseling or disciplinary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Administrative staff and faculty should respect confidential information about students which they acquire in the course of their work.

The Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their education records. Students have:

1) **The right to inspect and review the student's education records within 45 days of the day Centenary College receives a request for access.** Students should submit to the registrar, dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where records may be inspected, if the records are not maintained by the College official to who the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) **The right to request an amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Centenary College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:** *Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605*

V. Student Freedoms and Responsibilities

In student life, certain standards must be maintained if the freedom of students is to be preserved.

A. ***Freedom of Association:*** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join those organizations which promote these interests.

1. The membership policies and actions of a student organization usually are determined by vote of only those persons who hold bona fide membership in the College community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional approval.

3. Faculty advisors are required and each organization is free to choose its own advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin.

B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and discuss all questions of interests to them, and should be free to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students should be allowed to invite and hear any person of their choosing, in keeping with the educational objectives of the College. Those outlined procedures required by the College before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The College control on campus facilities should not be used as a device of censorship. It should provide for and make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval of, endorsement of, or agreement with the views expressed, either by the individual, sponsoring group, or institution.

C. Student Participation in College Government: As members of the academic community, students should be free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Students should have representation on various committees of the College. The actions of the student government within the areas of its jurisdiction would be reviewed through orderly and prescribed procedures.

D. Student Publications: Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the College authorities and of formulating student opinion on various issues on the campus and the world at large. Centenary College, a publisher of the student publications, may have to bear the legal responsibilities for the contents of the publications. In the delegation of editorial responsibility to students, the College must provide sufficient editorial freedom and financial autonomy for the student publication to maintain its integrity of purpose as a vehicle for free inquiry and free expression in the academic community. The editorial freedom of student editors and managers entail corollary responsibilities to be governed by canons of responsible journalism, such as the avoidance of libel inde-

cency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publication the following provisions are necessary:

1. The student press and radio should be free of censorship and advance copy approval, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student media should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal. The Media Committee is responsible for the appointment of editors or managers and paid staff and should be the agency responsible for their removal.

3. All College published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body at large.

VI. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship: College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedoms of speech, peaceful assembly, and right of position that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership. Faculty and administrative officials should insure that College powers are not employed to inhibit such intellectual and personal development to students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. College Authority and Civil Penalties: Activities of students may upon occasion result in violation of law. In such cases, College officials should apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities and while College authority should not be used merely to duplicate the function of general laws, College action shall not be precluded merely because the student has violated the civil statute. Only where the College interests as an academic community are distinct and clearly involved should the special approval of the College be assessed. The student who incidentally violates College regulations in the course of his/her off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. College action should be independent of community pressure.

Housing Policies & Procedures

Living on campus is both a privilege and an opportunity for students. It is important to remind yourself and your peers of the responsibilities involved in living within a residential academic community. In order that students are best informed of important information regarding on campus housing it is necessary to define a few policies that effect both the College and the students. Please note that all Housing policies and procedures are a part of your housing contract and therefore any violation will be considered a violation of that contract.

Residency Requirements:

All full-time students are required to reside on campus during the fall and spring semesters of the academic year. Exceptions are made for those students that meet one of the criteria outlined below. In addition to the residency requirements for the academic year, students have the option to obtain Module and summer housing through the Office of Residence Life. (Housing is not available during the month of August). *Room fees are not refundable after the fifth day of classes. Students checking in but leaving prior to completing registration, will be charged on a daily basis.*

Off-Campus Residential Exceptions:

1. Students, of senior classification, who are 21 years of age, or older, before the beginning of the fall semester of the academic year are eligible to seek exception to the residency requirements through the Exceptions Review Committee.
2. Students from the Shreveport/Bossier area who wish to reside, at home, with their parents or legal guardians. The student should submit the home address and letter of confirmation from the parent or legal guardian in residence at that address.
3. A specified number of Greeks (determined by the Dean of Student Life) wishing to reside in their Greek house. Those approved must purchase the full meal plan. Greek housing may also be occupied by students who qualify for off campus living as prescribed to those 21 or over (see #1).
4. Students who are married, divorced, or a parent.

NOTE: All exceptions must be submitted in writing to the Office of Residence Life within 15 days prior to registration for the applicable semester.

"Exception Review Committee":

Requests for exceptions not provided for in the above-stated guidelines may be directed to the "Exception Review Committee" through the Office of Residence Life. The committee membership consist of the Chairperson of the Student Services Committee (serving as chair), one male and one female residential student appointed through SGA, a representative from the Business Office, and a representative designated from the Student Life professional staff by the Dean of Student Life.

Assignments: (For the 98-99 academic year)

Students may fall into one of four categories for the housing assignment process according to the categories below. Housing applications will be mailed to all students.

1. **Squatter's Rights:** The application for retention of a residential assignment for the following year will need to be returned to the Office of Residence Life by the prescribed dates noted on the application
2. **Joiner's Rights:** Students wishing to move to a room that is being held by "Squatter Rights" will need the signature of the "Squatter" and must be sure to be included on the "Squatters" application for retention. This information will be included on the assignment application.
3. **Mover's Rights:** Students who will not be retaining the same assignment for the upcoming academic year will be ranked according to credit hours at the College and disciplinary standing. Included in the application will be directions concerning the placement process, including dates and times that the student will be expected to report to the Office of Residence Life to choose a housing assignment for the upcoming academic year.
4. **Single Requests:** Students requesting a single room assignment will also be ranked according to credit hours at the College and disciplinary standing and will fall into the assignment system only after all double placements have been made. This is a risky choice if the student has set ideas about the particular room or hall they are contemplating as a living environment. Double occupancy requests have been and will continue to be priority over single occupancy requests. When there are empty rooms in the residence halls they may be made available to students, as private rooms, on a seniority basis at the rate of a private room. However, single occupancy is not guaranteed to any student at any time. Single occupancy applicants will be reviewed by the Director of Residence Life and Housing and granted only in conditions where space is available and the student has maintained a good disciplinary standing with the College. Private rooms are considered an extra luxury of the students residential experience.

NOTE: Squatters and Joiners lose their rights if the application for assignment is not returned by the prescribed date given on the application.

5. When assignments are made students will be given a room contract which must be signed and returned to the Office of Residence Life within the stated period of time. A 5-day grace period will be given after the due date for contracts and those contracts that are not received will not be guaranteed their room assignment.
6. Students whose roommates withdraw before registration will be assigned another roommate or in another room/hall. Personal choice will be honored whenever possible.
7. Students whose roommates leave after registration will be given the option of taking a new roommate, moving in with another student who needs a roommate, or paying for single occupancy.

Roommate Contracts

Living on campus at Centenary College will provide each student the opportunity to live with a variety of people and experience many different lifestyles. The Residence Life staff

in the building are responsible for helping to create a living environment that begins in your room and extends to your floor. By using the Roommate Contract honest dialogue and constant communications are set up within your room and suite from the beginning. Contracts will be distributed and reviewed with your Residence Assistant and will be a constant source of referral as you and your roommate adjust to community living. This contract is critical as it will be the foundation for any mediations that the R.A, Resident Director or Director of Residence Life will use should problems emerge in your living environment.

Room Changes

A room change request is considered first as a counseling situation and it is expected that students will learn to settle their differences and continue to live together in a respectful manner. A change is made only with approval from the Director of Resident Life and must first be refereed by the Resident Assistant as a post counseling situation. A $20.00 room change fee will be assessed to each student making a room change. In addition, the Director of Residence Life and the Dean of Student Life have the authority to initiate, at their discretion, revocation of housing contracts, relocation of housing assignments and/or appropriate disciplinary action should a situation call for such attention.

Keys

Centenary College is committed to the protection of members of the College Community and property and will take measures necessary to provide a secure and safe working environment. Should you have questions concerning keys, the issuing of keys or lost/stolen keys please contact the Dean of Student Life Office for key procedures. Any questions concerning the issuing of keys should be resolved before the keys are issued.

Key Return Procedures - Students

All keys issued to students must be returned in person to the Residence Hall Director in the designated living area according to the following prescriptions:

1. Keys must be signed back into the building on the date the student leaves or by the closing of the residence halls at the end of the academic year or closing of summer sessions.
2. Prior to official withdrawal from the college.
3. Upon dismissal from the college.

Failure to return keys as stipulated may subject the student to a "hold" on registration or graduation, as applicable, as well as a lock change fees and possible disciplinary fines. Keys that have not been turned in within 30 days will fall under "Lost or Stolen Keys" and will follow the appropriate procedure.

Lost or Stolen Keys

Students are personally responsible for all Centenary College keys in their possession. Those who are issued keys will be charged for re-keying of the corresponding locks when their keys are lost or stolen. In addition, they will also be responsible for replacement keys for other Centenary College employees or students whose duties require keys to the same locks. Re-keying charges will depend on the area(s) affected by the key loss as well as the number of locks and keys which need to be replaced, which can be substantial.

Lending Keys

Keys to Centenary College facilities may not be lent or given to persons not associated with the college or anyone not approved for access to a specific facility. Employees or students who lend, give, or duplicate keys to Centenary College facilities will be charged for the rekeying of locks and the reissuing of keys, as outlined above (see: "Lost or Stolen Keys").

Residence Hall Closing Procedures

Residence halls are officially closed at the conclusion of each academic semester or session and at other times designated in the Official College Calendar found in the College Catalog. It is expected that all students will vacate the residence halls during these times. In emergency cases students may be permitted to remain if permission is granted by the Director of Residence Life. At official school breaks it becomes necessary that the residence halls close and those residents not required by the College to remain over the break period or those receiving permission from the Director of Residence Life or Dean of Student Life must vacate the residence halls by a specific time and date designated by the Official College Calendar. At such breaks it becomes necessary for the residence hall staff to ensure the safety and security of the residence halls. This is done through routine checks of the residents' rooms and common areas of the buildings at each break. Residents will be given the opportunity to sign up for an appointment to check out with their resident assistant in order for the resident of that room to be present while his/her room is being checked. Failure of the resident to schedule an appointment or attend a scheduled appointment will constitute forfeiture of the resident's right to be present while the room is checked. Each resident's room will be checked for appliances and electrical items left plugged in; windows and doors left open or unlocked; lights left turned on; and any maintenance needs of the room, suite, or bathroom. Any violation of campus policies or legal codes will be reported to the Dean of Student Life. Any student wishing to re-enter the building after closing, but before re-opening, who is not on the official housing list for that break, must contact the Director of Residence Life. These situations must be extreme in nature and will be left to the discretion of the Director of Residence Life.

Room Inspections

At Centenary each student has the right to privacy in their rooms. However, on occasion, the Residence Life Staff and/or other College officials have the authorization to enter room and make visual checks while responding to perceived potential emergency situations; to make routine maintenance or fire inspections or to maintain minimum health and safety standards and to enforce pertinent regulations. To enter a room and inspect a student's personal belongings requires a letter signed by the Dean of Student Life. The search application will specify the reason for search and the object sought. Every effort will be made to have the student present during the search. However, if the student is not available, the search will be conducted. The residence hall staff, on notice to the student, may check a room at any time for health, safety or maintenance reasons. These checks are visual only. In addition rooms will be checked during breaks to ensure that electrical items are unplugged and health and safety standards are observed.

Safety and Health Measures

It is against the regulations of the College and civil law to tamper with fire equipment of any kind and each student should accept personal responsibility for reporting anyone who

does so. Every student should accept personal responsibility for helping to prevent false fire alarms. A series of false alarms may well encourage a situation in which an alarm pulled for an actual fire or other emergency goes unheeded. Also, everyone should recognize that some students are seriously upset by the sudden interruption of their sleep, particularly by a sound which spells danger. Students should empty their wastebaskets whenever they are full; an overflowing wastebasket is a fire hazard. The emptying of ashtrays into wastebaskets should be done with great caution. Electric circuit breakers are sized for the number of outlets provided to prevent fire. Plug adapters used to increase the number of outlets in a room should not be used. This is particularly true when more than two appliances are being operated simultaneously. The burning of candles and other substances such as incense is not allowed in the residence halls. Such items have been the cause of many fires. Any student who detects an odor of burning should report this immediately to the resident assistant and the Residence Life Office. Students' rooms should be kept reasonably clean. Piles of soiled clothes, uncovered food and spills not cleaned up are health hazards. Students should report illness to their resident assistant, the director of residence life and campus nurse. **Students missing classes should notify the Student Life Office.** Proper care can prevent the spreading of illness on campus.

Appliances

No appliance with exposed heating elements and no multiple socket plugs may be used in any residence hall room. Students are authorized to have a low wattage microwave oven and a small refrigerator in their room.

Room Deposit

A $60.00 room deposit is required of all residents and is retained as a general housing deposit as long as the student resides on campus. The room deposit will be refunded at the end of the last semester a student attends the College, provided all financial obligations have been met. All damage charges assessed to a student prior to that time will be billed to his/her regular account. Charges for loss or damage of equipment or defacement of any community-used area such as lounges, recreation rooms, corridors, or bathrooms may be assessed equally against the residents of the area. Occupants may be charged for damages to individual rooms in the event the vandal(s) is/are not apprehended or known to the College.

Room Furnishings

No furniture, including mattresses or extra furniture due to the singling of a double room, may be removed from the room without permission of the Office of Residence Life. College furniture may not be physically altered in any way. Contact (adhesive-backed material) paper should not be applied to any surface (furniture, walls, floors, baskets, etc.) in residence halls. Ceiling hangings and partially obstructed doorways are considered fire hazards are not permitted in the residence halls.

Roof Areas

The roof areas and all equipment rooms are off limits to all except those authorized for inspection, repair, or work reasons.

Telephone and Television Cable Service

Each residence hall room is equipped with a modular telephone jack providing service for rotary, pulse output, or tone output instruments. Touch-tone telephones are recommended.

Commercially available long distance services may be contracted on an individual student-by-student basis. Each residence hall room is properly wired for television cable service. It is in violation of local, state, and federal codes for anyone to connect a cable line to a line of another subscriber to receive cable service without the expressed permission of the cable company. To do so is considered theft of services and can result in large fines and incarceration. The College may also take disciplinary action against anyone convicted of such offenses. The television in the lobby is available to all residential student use. Personal movies & rentals when viewed in the lobbies must be in good taste and reflective of the values shared by the Centenary community.

Theft

The College is not responsible for theft of personal property from residence hall rooms or elsewhere on College property. The Residence Life Office or the Student Life Office have Missing Item(s) Report Forms which the student should complete when belongings are missing.

Wall Hangings and Decals

Posters and pictures may be hung on the walls only with the use of thumbtacks. Damages will be assessed for use of any material which defaces the walls or ceilings. Ceiling hangings are a fire hazard and therefore may not be used. Decals may be used on *glass* surfaces only, but **must be removed when the student vacates the room.** Decals may not be applied to wooden or painted surfaces or lamps.

PETS

Pets are not allowed inside any campus facility. The only exception to this is freshwater aquariums (excluding aggressive fish). The resident students are limited to a 15 gallon aquarium in the Residence Halls. For example: pets such as birds, rodents, dogs, cats, lizards or snakes are not permitted.

POSTERS/PUBLICITY and Fund Raising

All fliers shall be posted on bulletin boards and walls only, and the source must be clearly identified. Any banners, posters , or other publicity larger than a flier may be posted outside of bulletin board areas so long as these are up for a period of no longer than ten (10) days. The status of listed or chartered shall endow an organization with the right to post publicity (fliers and posters) on campus in compliance with the above regulations and without other restriction. Any on-campus publicity by off-campus or non-official campus organizations must be approved by the Dean of Student Life and comply with the above regulations. Any damage done to College property by the display of posters or any cleaning that needs to be done as a result of publicity materials littering the campus will be paid by the source of publicity. In the event of a suspected violation by an individual or organization, any student or College official may submit a report to the Conduct Review Committee. The deciding judicial body may impose a fine of not more than $25.00. Any fines collected will go to the general SGA fund. Special areas for and methods of publicizing College activities will be determined by the Student Senate. A resident director or another College official must be contacted for authorization to hang banners for homecoming, elections, etc. All publicity must be removed by the sponsoring group within three days following the publicized event. Salespersons are not permitted to solicit on the campus without written permission from the Dean of Student Life. Students, as well as staff, should

ask any solicitor for proof of written permission from the Dean of Student Life. Should a residence group want a salesperson to present or demonstrate a particular product in the residence hall lobby, the Residence Hall Council should notify the Dean of Student Life. This same procedure also covers solicitation of donations. Students desiring to sell products in order to earn money toward their education or College organizations conducting fund raising projects may apply to the Dean of Student Life for special permission to sell products.

Barbells

At no time are there to be barbells or any weight lifting equipment in the residence halls. There is a weight room in the Gold Dome and one in Haynes Gymnasium.

Community Standards

Centenary College prides itself of helping students reach goals that had previously thought to be unattainable. With that the College works hard to provide an academic environment where each student is challenged to think in different ways. As a community, particularly a residential community, there are certain community standards that must be observed to each and every student to be provided an atmosphere conducive to learning. Many standards have been set by the College and others will be set in the residence halls through Hall Council, Community Contracts and Roommate contracts. Each student will be held responsible to the community to uphold all standards. Outlined below are a few expectations that must be observed in order that each student receive the educational experience the Centenary offers.

Alcoholic Beverages

Use, possession, or distribution of alcoholic beverages in or on any College property is prohibited. Alleged violations of the alcohol policy will be referred to the Conduct Review Committee. Those found in violation must participate in an educational sanction as assigned by the Committee.

Civil Law

Any conduct which is in violation of city, state, and/or federal laws. Suspected violations of criminal codes may be referred to local authorities. Criminal complaints filed against a student for on or off campus behavior may result in action through the college judicial system if the individual is found guilty of criminal behavior, and can result in suspension or other College sanctions.

Computer Use Policy (Revised April 1998)

This policy is intended to define authorized use and ensure security of Centenary College facilities and resources. This includes such information technology as hardware, software, e-mail, and home pages. Administration of this policy, technology services, electronic information security, and usage resides with the Information Technology Services (ITS) Department. Authorizations required in this policy come from the Chief Information Officer (CIO) through the ITS Director. ITS provides service in the following priorities: 1) emergencies (all other change must be systematically planned, researched, and implemented), 2) institution-wide projects, 3) departmental needs, and 4) individual requirements.

Conditions of Usage. Usage is limited to Centenary faculty, staff, and students, unless specifically authorized by the CIO. In using Centenary facilities and resources, users agree to hold harmless Centenary College, its staff, and affiliates for dutiful enforcement of the computer use policy. Notification of policy change is posted on bulletin boards of large labs and in e-mail. **User files** may be deleted where storage space becomes insufficient. Accounts may be removed if there is no log-on for six months. ITS will make an effort to contact users before such deletions or removals and provide archival copies. Accounts of users who are no longer associated with Centenary will be removed. Where there is threat or risk to facilities or resources then without prior notification ITS may need to restrict

users or reconfigure technology. Where possible, information adversely affected will be reloaded from tape backup.

Home Pages. Authorization requests are directed to ITS and must include: 1) user signature, 2) printed name, 3) log-in, 4) request date, 5) signature of department head for staff or faculty, and 6) signature of a sponsoring full-time faculty member for students.

Home pages must include 1) name of the department if a departmental home page, 2) link back to the college, 3) name and e-mail address of the home page holder/author, 4) date of last update, 5) URL, and 6) a disclaimer if an individual's home page, stating:

"The views and opinions expressed in this page are strictly those of the author and have not been approved by Centenary College of Louisiana."

Home pages must be kept current and thoughtfully orient visitors who may enter through an outside link without passing through a Centenary institutional page. Home pages must be legal; for example, information belonging to others may not be included without owner permission.

Violation. Violation of this policy occurs when a student's usage poses a clear and present danger to either information, security, technology, or usage. (Indicated, for example, by system-logged attempts of the student trying to hack into the system.) **Information** violations include *unauthorized* attempts to access, change, copy, delete, destroy, print, or read information restricted to the institution, a person, or a group. **Security** violations include attempts to circumvent data protection, or to destroy, tamper with, or uncover security protection. **Technology** violations include attempts to destroy, endanger, remove, tamper, vandalize, or, without authorization, use technology. **Usage** violations. There is violation if network traffic is affected by the use of games, recreational programs, pictures, or sound not related to course work. Usage must be shared with others in a manner consistent with Centenary's educational mission. College facilities and resources can not be used for *illegal* display or broadcast of libelous, fraudulent, defamatory, harassing, obscene, threatening, or prank material, or if illegal, to make other transmission, or to violate copyright or licensing agreements.

Penalties. Should a student violate this policy, usage may be revoked or conditioned on a signed written agreement to comply with the policy or other agreement. Violation of policies, agreements, or law may result in disciplinary proceedings, dismissal, and other penalties.

Drugs/ Drug Paraphernalia

Use, possession, or distribution of narcotics, stimulants, depressants, mind-expanding or other dangerous drugs, except as expressly permitted by state and/or federal laws. **Drug-free Schools and Communities Act:** In complying with The Drug-free Schools and Communities Act Amendments of 1989 (Public Law 101-226), a student accused of violating alcohol and/or drugs policies and laws will be subject to disciplinary proceedings with the guarantee of procedural fairness. Circumstances of the policy violation will affect the variance in formality with the gravity of the offense and sanctions which may be applied. Disciplinary proceedings may produce results ranging from dismissal of charges to the assessment of sanctions including a warning, probation, suspension, or expulsion.

Failure to Cooperate

Failure to comply with official college policies or to cooperate with the request of the College officials (faculty, administration, resident staff, and Residence Hall Councils) in the performance of their duties.

False Information

Willfully and knowingly furnishing false information to the College or College official including the Residence Hall Staff.

Fire Alarms and Fire Safety Equipment

Willfully and knowingly tampering with fire safety equipment is in violation of College policies and civil codes. In addition, Candles, incense and other open flames are not permitted in the Residence Halls.

Firearms, Explosives and Weapons

Use, possession, or distribution of firearms, explosives, or incendiary devices, in or on any College-owned or College-controlled property. Students should be aware that such items as firecrackers, bottle rockets and the like are included in the term "explosives." The possession or use of any weapon in, or on, any College owned property or at any College sponsored activity is strictly prohibited and will result in confiscation in addition to further disciplinary action. Weapons include firearms, knives defined as such by legal codes, bows and arrows, Chinese "throwing stars", clubs, etc. Louisiana HB122 prohibits the possession of firearms on College property unless by an authorized official.

Hazing

Hazing in any form (physical or emotional), on or off campus, by any individual, group of individuals, or campus organization is strictly prohibited. Hazing includes any activity or function which is demeaning or embarrassing to an individual or group of individuals.

Honor Code

Any violation of the Honor Code of Centenary College. (see Honor Court Constitution and/or Guidelines for the Honor System)

Inappropriate Conduct

Conduct that leads to embarrassment or indignity of others or to the College, while on College property or at College-sponsored activities. Centenary students are also required to dress in an appropriate fashion and in good taste.

Misuse of College Materials

Forgery, alteration, or misuse of College documents, materials, records, or computer software. In addition students will be held accountable to the *COPYRIGHT AND COMPLIANCE POLICY:* The unauthorized copying of any software licensed to Centenary College or protected by copyright constitutes theft and is thus both unethical and ILLEGAL.

Failure to observe software copyrights and/or license agreements may not only result in disciplinary action by this institution but also severe penalties as a result of legal action by the copyright owner against the person(s) violating this policy.

Centenary College prohibits the unauthorized copying of software, including programs, applications, data bases, and code, by students, faculty, and staff of this institution, as well as the use of any college-owned computing resource for unauthorized commercial purposes.

Users of such resources agree to comply with the provisions of this policy and understand that their disregard will subject abusers to prompt disciplinary action by the college and other possible penalties prescribed under the law.

Misuse of Identification Materials

Forgery, alteration, or misuse of identification materials, records or access codes and computer passwords.

Misuse of Property

Theft of, damage to, or illegal possession of any College-owned or College-administered property and property of a member of the College community or any campus visitor and any acts which deface or destroy College buildings and/or grounds.

Obstruction of Proceedings or Activities

Obstruction, disruption, or hindrance of teaching, administration, disciplinary proceedings or other College activities, including public service functions or other authorized activities on College property.

Organizations, Public Expression

Violation of College policies or campus regulations concerning the registration of student organizations and the use of College facilities.

Physical Abuse

Physical abuse or the threat of physical abuse to any person on College-owned property, or at Centenary-sponsored or supervised functions, or conduct which threatens or endangers the health, safety, or well-being of any such person. In certain circumstances such behavior may constitute criminal behavior.

Residential/ Housing Policies

Violations of policies and procedures governing residence in College-owned or College-controlled property, including failure to pay residence hall dues or fines on time. (failure to attend meetings, etc.)

Sexual Assault

Sexual assault will not be tolerated in the Centenary community. Any such activity should be reported to campus security and may be reported to the local authorities for possible civil and/or criminal actions. Sexual assault is defined as rape, forcible sodomy or sexual penetration with an inanimate object committed by force, threat, intimidation or due to the victim's mental or physical helplessness of which the accused was aware or should have been aware. (See also, Sexual Harassment Policy)

Smoking Policy

Smoking is not permitted in the administrative and academic facilities, Haynes Gym, the library, cafeteria, Sexton Residence Hall, Hardin Residence Hall, the Student Union Building, or the Gold Dome. Smoking is permitted in the designated areas of the

**PHYSICAL PLANT* - in designated areas.

**RESIDENCE HALLS* (excluding Sexton and Hardin) - restricted to the individual student's room provided the roommate and suitemates agree to allow smoking. Each hall may elect to approve smoking in one of the lounges, preferably the second floor lounge if there is one.

Sports/Recreation Policy

Golf - The campus is not to be used as a practice range or putting area. (The ball is a missile, and can damage college property, not to mention someone walking by.)

Tolf - Tennis Golf - Playing golf using tennis balls is permitted providing a spotter is used to keep the players from hitting any pedestrians in the area. (The spotter can warn the players not to hit the ball until the area is clear {usually they tell people to watch out}. Doors, trees, and trash cans are all targets at various locations around the campus.)

Frisbee - Throwing a Frisbee on campus or playing Frisbee golf is permitted providing care is taken with pedestrians in the area. (The Frisbee is the least of the dangerous items thrown on campus. Again, doors, trees, and trash cans are targets.)

Roller Blades/ Skates - Not permitted inside any facility or on any tennis courts. (No inside surface can take the abuse. Courts are specially prepared and the wheels can damage the surfaces Tennis court surfaces have a special surface that can be damaged even though wheels are softer.)

Skate Boards - Not permitted on campus.

NOTE: Sports of any type are prohibited from the Residence Hall stairwells or hallways.

Unauthorized Entry

Unauthorized entry into or use of any College facility or property.

Visitation Policy

Opposite Sex Visitation: All students 18 years of age and older may opt to have opposite sex visitation in their residence hall rooms. Visitation hours are 11:00 a.m. to 3:00 a.m. daily. All guests of the opposite sex must be escorted from and to the lobby by the host(ess). It is the responsibility of the host(ess) to complete the official visitation procedures. Opposite sex guests must not be left in rooms without the presence of their host/hostess. Students who request no visitation are assigned rooms accordingly to assure privacy. Residents under 18 years of age may have opposite-sex visitation with parental permission. These regulations as well as all other residence and campus regulations apply to all residence halls.

Lobby Visitation: Students are allowed to have guests of the opposite sex in their residence hall lobby twenty-four hours a day. After the official visitation hours, a guest in a lobby must be in the company of his/her host(ess). Overnight sleeping in the lobby area is prohibited.

Overnight Guests: Students may have overnight guests of the same sex; there are, however, some regulations to be observed.

1. All overnight guests, even one staying in the room of the host or hostess, must be registered with the resident director. **2.** All guests must comply with our residence and campus regulations; the student host or hostess will be responsible for any infraction by his/her guest(s). **3.** Guests should stay on campus for no more than three nights. Exceptions must be approved in writing by both the Director of Residence Life and the host or hostess's roommate.

Quiet Hours

Each resident hall must determine quiet hours at the beginning of each year unless specific hours are stated in the residence hall constitution. Students who are inconvenienced by noise should make a request to the offenders. If noise continues, students should talk with a resident assistant and/or report the persons involved in the noise-making to the Residence Hall Council. Misconduct report forms are available from any resident assistant, the Office of Residence Life or Student Life Office. ***PREPARATION WEEK:*** The College has set aside the week before final exams in both the spring and fall semesters as a special time to review academic work and prepare for final exams. It is designated as Preparation Week. The following policy and requirements are designed to help students concentrate on their studies by reducing the usual multitude of college activities that demand time and attention. As of 8:00 a.m. on the first day of Preparation Week, no papers, test or additional work (beyond completion of courses) may be assigned. Lab tests may be given during Preparation Week. Class assignments made earlier in the semester may be due during Preparation Week. **Residence Halls will observe 24 hour quiet time beginning at 10:00 p.m. the day before the first day of Preparation Week.** Hall Councils may approve a lifting of the quiet hours for a maximum of two (2) hours each day with the approval of their residents and The Director of Residence Life. Designated hours will be posted in each residence hall. A student who violates quiet hours is subject to a minimum $25.00 fine per incident. The quiet hour policy extends through finals week. As of 8:00 a.m. the 4th day of Preparation Week and continuing through exam week, no college-sponsored or affiliated groups may hold meetings or programs that involve students and/or require student attendance. The Conduct Review Committee acting on official business may meet during this time. On the Saturday of Preparation Week, from 6:00 p.m. to 12:00 midnight, there will be a suspension of these requirements (other than residence hall quiet hours) allowing students and their organizations opportunities for recreational activities. At midnight, Preparation Week requirements resume and continue through exam week. The Student Services Committee can not consider petitions for exceptions to policies governing Preparation Week.

Judicial Affairs

In developing responsible student conduct, disciplinary proceedings play a substantial role secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarships and conduct for the student and through the regulation for the use of College facilities. In the exceptional circumstances when the preferred means fails to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties. The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdictions of student judicial bodies, the disciplinary responsibilities of College officials and the regular disciplinary procedures, including the student's right to appeal a decision, are clearly formulated and appear in this publication. Minor penalties may be assessed informally under prescribed procedures. Centenary College is dedicated to the proposition that personal responsibility is one of several characteristics necessary to a college learning experience. It is anticipated that the majority of the students, when told of the expectations of the College, will choose to abide by them. Inevitably, however, there will be those students who choose to do otherwise. In order to insure that due process is afforded those who choose to act contrary to these expectations, the College has established a judicial system Technical aspects of student's rights, freedoms and responsibilities, are covered in the statement by that name.

Role of the Honor Court

The Honor Court is responsible for hearing cases of suspected academic misconduct. Technical aspects of the Honor Court and its procedures are stated in its constitution. Suspected violations of the Code are referred to one of the Justices or one of the faculty advisors.

Role of the Judicial Referral Board

The Judicial Referral Board is made up of a member of the Dean of Student Life professional staff, the Chairperson of the Judicial Board and Chairperson of the Conduct Review Committee. An alternate for each of these persons will be chosen so that he/she may act in the absence of the primary officer. The Chairperson of the Judicial Referral Board is the Chairperson of the Conduct Review Committee. The Judicial Referral Board is responsible for the referral of cases of alleged student misconduct to the Residence Hall Councils, the Judicial Board, or the Conduct Review Committee. Summer discipline cases will be heard by an ad hoc committee appointed by the Chairperson of the Conduct Review Committee. Appeals should be made to the Conduct Review Committee.

Role of the Hall Councils

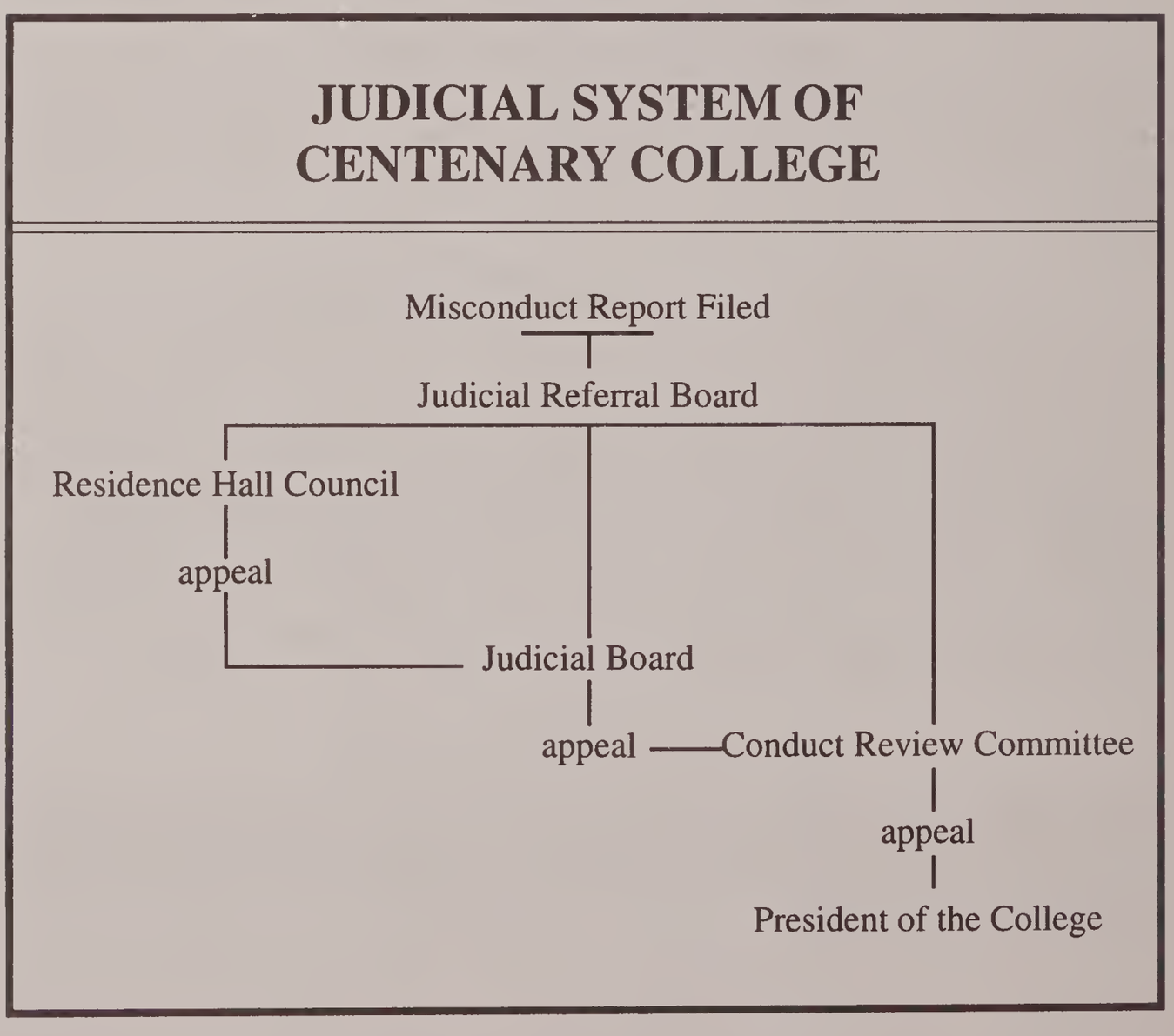
Each residence facility elects, from among its residents, representatives to serve on the Hall Council. The Judicial Referral Board may elect to refer suspected misconduct within the facility to the Hall Council for review and action. Appeals to the Hall Council decision are sent to the Judicial Board.

Role of the Judicial Board

The Judicial Board is responsible for hearing and acting upon cases referred to the group by the Judicial Referral Board and which involve specific areas of conduct for which any student may be subject to disciplinary action and for hearing and acting upon appeals to cases heard by a Residence Hall Council. Technical aspects of the Judicial Board and its procedures are stated in the Student Government Association and Judicial Board Constitutions. In the event a student whose case was heard by the Judicial Board is dissatisfied with the decision of the Board, he or she may appeal the decision to the Conduct Review Committee.

Role of the Conduct Review Committee

The duties of the Conduct Review Committee include considering and deciding upon all cases of misconduct referred by the Judicial Referral Board. Allowable penalties include suspension and expulsion. The committee also decides upon appeals resulting from other disciplinary action. If a student questions the fairness of disciplinary action taken against him by a judicial body, he or she should be granted, on request, the privilege of a hearing before this Committee. Technical aspects of the Conduct Review Committee and its procedures are stated in its guidelines. In the event a student is dissatisfied with a decision of the Committee, he or she may appeal the decision to the President of the College.



Role of the President of the College

The President is included in the due process procedure for students who have violated behavioral policies of the College. He/she is available as a "last" on-campus source of appeal from a decision or review of the Conduct Review Committee. Also inherent in the office of the President is the obligation to take whatever measures may be necessary to protect the well-being and integrity of the College and its members. This obligation is reserved for emergency circumstances only. Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the President of the College and, notwithstanding anything to the contrary herein contained, the President of the College may on his/her own initiative and at his/her own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate the student's right to be present on the campus or to attend classes. Such action is subject to review by the Conduct Review Committee, but the status of the student, pending final action, shall remain that in which the student has been placed by the President.

CONDUCT REVIEW COMMITTEE

PURPOSES AND RESPONSIBILITIES

1. A primary function of the committee is to consider and decide upon all cases involving non-academic misconduct referred to it by the Judicial Referral Board.
2. The committee also decides upon appeals resulting from other disciplinary action, including that of the Honor Court. If the student questions the fairness of a disciplinary action taken against her/him by a Dean or a student judicial body, he/she should be granted, on request, the privilege of a hearing before this committee.
3. At the request of the Executive Council of SGA, the committee will rule upon the constitutionality of actions taken by the Student Government Association
4. Furthermore, the committee should stay informed about disciplinary problems and make recommendations to judicial bodies and members of the administration charged with disciplinary responsibilities.

Composition of the Committee

1. The committee shall be composed of seven voting members (two faculty members, one staff member, four student members and a faculty member shall serve as chair). Student members shall not hold any elected office to the Student Government Association, membership on the Judicial Board, or membership on the Centenary Honor Court. The chairperson should have a minimum of one year's previous service on the committee. The Dean of Student Life shall be an ex-officio member of the committee without vote, and shall function as its executive officer ... that is, charged with the responsibility of enforcing the decision of the committee.
2. The two voting faculty members of the committee are recommended by the Faculty Coordinating Committee and appointed by the President for terms of one academic year. Whenever possible, for purposes of continuity, faculty members will serve more than one term.
3. The four voting student members, one representing each class, are nominated by a majority vote of the Student Senate, subject to the approval of the President of the College.

4. The staff member of the committee shall be appointed by the President of the College.
5. The composition of the committee during the summer will be determined by the committee at its May meeting. The chairperson of the committee will call a meeting of the committee in the early part of May to determine who will be available for summer meetings, if needed.
6. Whenever possible, appointments to this committee are made with due consideration for the principle of separation of power as defined in the SGA Constitution.

Procedural Rules

1. Four student members, two faculty members, and the staff member must be present in order for the committee to make a decision unless the accused waives his or her rights to the full committee being present. A minimum of five members of the committee must be present to hear a case.
2. The committee will meet in regular session once each semester to discuss procedure and campus disciplinary problems.
3. The committee chairperson or the President of Centenary College can call a committee meeting at any time either by verbal or written notice.
4. The agenda for the meeting will not be disclosed to the members in advance. Prior to each hearing, the chairperson shall ask committee members if they have been approached prior to the hearing by representatives of either side (accused or accuser) and to what extent. Persistent or inappropriate contact prior to a hearing may result in an additional violation under Obstruction of Proceedings.
5. The proceedings of the meeting are held in strict confidence.
6. The chairperson of the committee will request that two sets of minutes be prepared by a faculty/staff representative. One set of minutes will be kept in the file of the committee secretary, the other in the Office of the President of Centenary College.
7. No member of the committee who is interested in a particular case in any way other than his or her official function as a member of the Committee shall sit in judgement during the proceedings.
8. The committee should confirm that the accused has received in writing all charges brought against him/her and has had sufficient time to prepare a defense (five days minimum). The accused and the accuser may present any evidence that the committee deems pertinent and relevant to the case.
9. Both the student who is accused and the student who makes the accusation have the right to be assisted in the case by a Centenary College faculty or administrative advisor of their choice.
10. The burden of proof rests upon the persons bringing the charge.
11. The accused shall be given the opportunity to testify and present evidence and witnesses. In appeals from decisions by the Honor Court, the Honor Court will be the accuser and will be bound by provisions of Article 7 of the Honor Court. In all other cases he or she shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him or her unless he or she has been advised of their content and of the names of those who made them, and unless he or she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

12. (a) All members of the committee have the right to question the accused, the accuser, and the witnesses.

    (b) The accused has the right to question the accuser and witnesses.

    (c) The accused, as well as the accuser, has the right to remain in the room as long as the case is being heard and until the committee is ready to deliberate, or until the committee considers another (separate) case.

13. (a) The decision of the committee shall be based solely upon matters considered by the committee at the hearing.

    (b) The committee may dismiss charges, or may assess penalties ranging from warnings through expulsion.

    (c) The chairperson communicates the decision to the accused. A letter of confirmation follows.

14. The chairperson will prepare six (6) letters of response that reflect the final decision of the committee - one for the accused, one kept in the files of the chairperson, one each in the offices of the President of the College and the Dean of the College (Provost), and two in the office of the Dean of Student Life.

15. For the Conduct Review Committee to consider an appeal, the student must file such an appeal in writing with the committee chairperson within one week after the decision has been rendered by a lower body. (Appeals of decisions of the Honor Court must be made to the Provost and Dean of the College in accordance with Article X of the Honor Court Constitution.)

16. The decision of the Conduct Review Committee is usually considered final, however, decisions (other than Honor Court appeals) are appealable to the President of the College, or ultimately to the Board of Trustees.

17. Nothing herein shall be regarded as detracting from the President's powers as set forth in the "Statement on Student Rights and Freedoms" as it appears in the *Student Handbook.*

Procedure for Establishing and Modifying Expectations for Students

Centenary College has established a channel of communication through which students should proceed in order to either establish or modify the expectations the College holds for them. The channel for modification goes through the Student Senate to the Student Services Committee. From this committee the channel continues through the Dean of Student Life to the Administrative Council and the President of the College. Matters concerning the faculty will be reviewed by the Faculty Senate with appropriate action referred to the Administrative Council. The diagram on the following page depicts the channels of communication.

Role of the Student Government Association

Any student who believes the expectations which Centenary College holds for him/her are unrealistic may approach the Student Senate in person or through a senator and express his/her convictions. If successful, he/she may engage the cooperation of the Senate in presenting his/her aims to the Student Services Committee. Additionally, the Student Senate may bring before the Student Services Committee, without outside suggestion,

such additions or modifications of Centenary College expectations as it may deem appropriate. Technical aspects of the Student Senate and its procedures are stated in its constitution and bylaws.

Role of the Student Services Committee

It is the role of the Student Services Committee to receive all proposed additions and modifications to the expectations Centenary College holds for its students, to review the contents of these proposals, and to develop and present recommendations concerning such proposals to the Administrative Council and the President of the College after review by the Dean of Student Life. Faculty members of the Committee may share and/or solicit input from the faculty as needed. In the event the Administrative Council or the President of the College does not approve a proposal from the Student Services Committee, it becomes the responsibility of the Student Services Committee to accept the response as final or to negotiate directly with them until a proposal is submitted which meets their approval.

Role of the Faculty

The faculty representatives of the Student Services Committee, at their discretion, may make periodic reports of Committee business to the entire faculty. A faculty vote is only required when specific proposals directly relate to the defined role of the faculty.

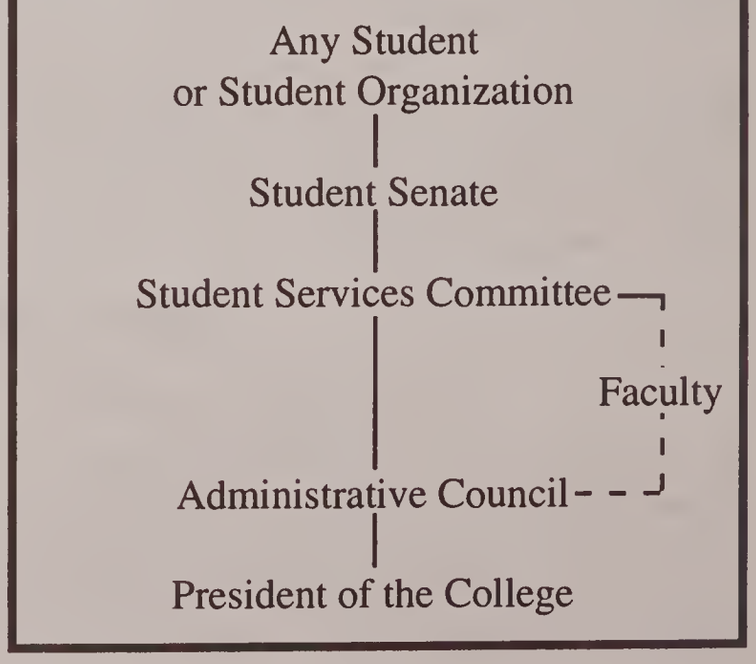
Role of the Administrative Council

The Administrative Council Members act as a "final" review of proposals and recommendations from the Student Services Committee and advise the President as to content and impact on the College and College Community.

Role of the President

The President of the College, after a review of each proposal submitted to him/her, will make a decision regarding the acceptability of that proposal. Traditionally, the President does not establish rules and regulations governing student life on campus. Rather, he/she more often acts as a reviewing agent or authority, rarely using his/her veto power. In this role, he/she should understand and interpret the points of view of students, faculty, and Board of Trustees, and with sound counsel aid them in establishing and maintaining a program of student life that works for the benefit of the entire College community. His/her decisions are communicated to the chairman of the Student Services Committee who will in turn notify all parties.

CHANNEL OF COMMUNICATIONS FOR ESTABLISHING OR MODIFYING EXPECTATIONS FOR CENTENARY COLLEGE STUDENTS



SEXUAL HARASSMENT
CENTENARY COLLEGE POLICY
I-93R (5/24/94)

Centenary College seeks to cultivate a spirit of community in which each individual may participate without fear of intimidation. The College does not tolerate discrimination in any form.* All employees and students are expected to avoid any action or conduct which might be construed as sexual harassment. Sexual harassment is defined as follows:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a requirement of employment or participation in an academic program or activity, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, academic or campus environment.

Any behavior deemed to be sexual harassment by a member of the staff or faculty may be reported directly to the aggrieved party's supervisor (immediate or higher); a student shall report to the Dean of Student Life. (Hereafter, the individual who receives the information from the complainant will be referred to as the facilitator.) After consultation with the facilitator, the matter of alleged harassment may be pursued further following the sequence outlined below. However, upon the request of the complainant, this process may be terminated at any step, whereupon all documentation would be destroyed. A fair process shall be observed in which the rights of both the complainant and the accused are respected. The investigation of the complaint will proceed as follows:

1. To encourage that the issue be resolved informally, a meeting of the facilitator, the complainant, the complainant's advocate (if so desired by the complainant), the accused and the accused advocate (if so desired) shall be called by the facilitator who shall encourage open discussion, in which both parties involved in the complaint may hear a description of the situation from the other's point of view in an effort to resolve the complaint. This meeting shall remain confidential without documentation and is an option to the complainant initiating a formal complaint.
2. Should the complaint not be resolved informally, the complainant may formalize the complaint; a written and signed complaint should be filed with the appropriate official within one (1) calendar year, as follows:
    - **a.** If the accused is a student, a "Report of Suspected Student Misconduct" shall be filed with the Dean of Student Life, who shall, in turn, refer the case to the Judicial Referral Board for review. The Judicial Referral Board, responsible for the referral of cases of alleged student misconduct, will refer the complaint to the Conduct Review Committee. Appeals to the Conduct Review Committee are referred to the President of the College.
    - **b.** If the accused is a faculty member, the complaint shall be filed with the Provost and Dean of the College, who shall forward the complaint to the Personnel Committee, which shall make a recommendation for action to the Provost. Decisions of the Provost may be appealed to the President of the College.
    - **c.** If the accused is a staff member, then a complaint shall be filed with his or her immediate (or higher) supervisor, who shall refer the complaint to the Vice-

President of Finance and Administration. Appeals to decisions of the supervisor and Vice-President of Finance and Administration should be made to the President of the College.

d. If the accused is a member of the senior administration, then the complaint shall be filed with the President of the College. If the complaint is against the President, it shall be filed with the Provost. Any such complaints shall be referred to the Chairman of the Board.

3. When a violation of College regulations and policies has occurred, action through the investigative process may be the best remedy. Therefore, action may include, but is not limited to, the following: no formal action taken, a warning, documentation in the individual's permanent personnel record, or dismissal of the student or employee. All paperwork associated with investigation of the complaint shall be destroyed after a period of six months unless there is a judgment of guilty. In such cases, records relating to the case shall be maintained in a confidential file in the Office of the President.
4. The institution will make every effort to ensure any complainant, or accused, is protected from any actions of harassment or abuse during the investigative and hearing processes outlined above. If such action does occur it should be reported to the appropriate official as indicated previously.

Unless specifically addressed in this document, this policy does not supersede any existing provisions of the Faculty Handbook or administrative polices of Centenary College.

Sexual Harassment statutes developed out of Section 703 of Title VII of the Civil Rights Act of 1964.

Campus Organizations and Groups

Athletic Organizations

Intramural Sports — activities include Ping-Pong, pool, racquetball, tennis, softball, football, basketball, and volleyball. Contact the Student Activities and Intramural Director at 5266.

Leading Ladies Dance Line — tryouts are held annually in the Spring. The dance line is open to all full-time students in good standing. Contact the Athletic Department at 5275.

Varsity Athletics — Centenary is the smallest NCAA Division I school in the country. Our 15 intercollegiate sports are: Men's baseball, basketball, golf, tennis, soccer, cross country, riflery; and women's golf, soccer, softball, tennis, volleyball, gymnastics, cross country and riflery. Contact the Athletic Department at 5275.

Dance Organizations

Escaped Images dance company— was established to provide an opportunity for Centenary students to perform and choreograph. Dance students who demonstrate appropriate skill, desire, and dependability are invited to join the company. A major dance concert is presented every other year. The students in the choreography class (plus any other qualified students who wish to participate) present a concert in the alternate years. The company also participates in performances in the community. Contact Mrs. Ginger Folmer at 5077.

Leading Ladies Dance Line: (See Athletic Organizations)

Academic Departmental Organizations

Alpha Sigma Chi — was organized to provide chemistry students with an opportunity to gain practical experience that will help in their future careers. Contact John Thurston at 5230.

Math Club — Contact Dr. Yvonne Ilke Yaz at 5204.

Physical Education Major's Club — Contact Dr. David Bedard at 5080.

Physics Club — Contact Dr. Jerry Lisantti at 5219.

Psychology Club — Contact Dr. Lou Bettinger at 5053.

Pre-Law Club — provides information, programs, and preparation for students interested in law as a career. The Society sponsors programs by law school representatives, prominent attorneys, and public officials. It also provides help in preparation for the Law School Admission Test. Contact Dr. Rodney Grunes at 5180.

Thespian Organizations

Rivertowne Players — is a theatrical organization which encourages participation in the pursuit of higher dramatic craftsmanship. It is open to any Centenary student interested in theater arts. Contact Robert Buseick at 5075.

Alpha Psi Omega — is the honorary theatrical fraternity. Contact Robert Buseick at 5075.

Governing Organizations

Residence Hall Council — is an organization whose membership is elected from the residents in each hall. The Council assists with programming, governance and discipline in their respective halls. Supervision is provided by the Residence Life Office. The Council is recognized as one the three judicial boards on campus as outlined in the judicial section of the Student Government Constitution and functions as a governing body as outlined in their most recent constitution. Hall Constitutions must be reviewed and resubmitted to the Student government for ratification at least every two years. More information is available through the Residence Life and Housing Office or a current council member.

Honor Court — administers the Honor Code — a system developed by Centenary students based on the premise that honor is fostered, not forced, and that it can be fostered only through the willingness and earnest efforts of both faculty and students. Members of the Honor Court are nominated by the student body and faculty, and final selection is made by the present court. Students must have a 2.5 grade point average to be considered for selection.

Student Government Association — SGA is the student governing body on Centenary's campus. Its goal is to work toward a better atmosphere on campus, to enrich student life, and to increase spirit and community at Centenary. There are many ways to become involved with SGA whether you are elected to a position or serve on a committee. Members of the Student Senate are elected annually by the student body. Meetings are open to all students.

Judicial Referral Board — reviews all cases involving non-academic misconduct and assigns/refers them to the appropriate judicial body.

Committees — play an important role in the governing of Centenary. Students are invited to participate by applying to serve on a committee which interests them. Students may apply in the early fall and spring to fill positions on various committees including through Student Government:

Academic Affairs Committee — reviews proposals relative to the academic program

Conduct Review Committee — considers all cases involving non-academic misconduct that are referred to it by the Judicial Referral Board

Convocations Committee — coordinates convocations

Economic Policy Committee — makes recommendations concerning economic policies of the college

Enrollment Management Committee — makes recommendations concerning the admissions and retention of students

Intercollegiate Athletics Committee — assesses the various aspects of intercollegiate athletics

Learning Resources Committee — focuses on learning resources for Centenary including library and computers

Planning Committee — reviews and updates the goals of the college

Student Services Committee — concerned with student life

Greek Life

Centenary has four fraternities: Kappa Alpha, Kappa Sigma, Tau Kappa Epsilon, and Theta Chi; and two sororities: Chi Omega and Zeta Tau Alpha. In addition to encouraging academic excellence, the Greek system provides an opportunity to form lifelong friendships, participate in community service projects and a variety of social activities, and to develop leadership skills.

Interfraternity Council — Supervises and promotes new ideas to strengthen the bond between fraternities on campus. Contact the Student Life Office at 5117.

Panhellenic Council — Plans and governs "rush" rules and works toward maintaining good relations between the women's Greek organizations. Contact the Student Life Office at 5424.

Honorary Groups and Organizations

Alpha Chi — a national scholastic honor society. Membership in this society is the highest academic recognition a Centenary student can achieve. Juniors and seniors who have a 3.5 cumulative grade point average and have completed at least two semesters at Centenary are eligible for membership. Each semester, members attend a supper meeting with a guest speaker in the home of a faculty member or an administrative staff member. In addition, members have the opportunity to present scholarly papers or fine arts creations at regional and national meetings. Contact Dr. Kathleen Fell at 5256.

Alpha Epsilon Delta — is the national pre-med honor society. Members are elected on the basis of academic performance in their science classes, character, general ability, and personal traits befitting a physician, and have completed 45 hours on their transcripts. Contact the Department of Biology at 5097.

Alpha Kappa Delta — is an international honorary sociology society that selects its members on the basis of excellence in the area of sociology as well as other academic and community service areas. Local membership is not restricted to sociology majors. Contact Dr. Mark Fisch at 5054, Dr. Loren Demerath at 5161 or Pres. Jamie McDowell at 5052.

Maroon Jackets — organized in 1931 as official hosts of the College, this group consists of selected students entering their final year at Centenary. In addition to a 3.0 grade point average requirement, Maroon Jackets are selected by the current members of the organization on the basis of leadership, campus involvement, and service to the school. Contact Scott Greenwood at 5117.

Omicron Delta Kappa — a national honor fraternity which recognizes leadership, scholarship, and service in various fields of activity. Members are elected by the society. Contact Dr. Earle Labor at 5084 or Dr. Helen Mason at 5182.

Phi Alpha Theta — is the honorary history society. Students must have completed four history courses and earned a grade point average of a least 3.1 in those courses. Contact Dr. Sam Shepherd at 5187.

Phi Beta Lambda — is an organization that is open to all students in Business. It promotes business leadership skills. Contact Dr. Betsy Rankin at 5155.

Pi Delta Phi — The purpose of this honorary society is (1) to recognize outstanding scholarship in the French language and its literature; (2) to increase the knowledge and appreciation of Americans for the cultural contributions of the French-speaking world; and (3) to stimulate and encourage French cultural activities. Contact Dr. Dana Kress at 5259.

Psi Chi — is a national honor society in Psychology. Minimum qualifications for active student membership include: 1) completion of 3 semesters of college courses, 2) completion of 9 hours of Psychology, 3) overall cumulative GPA of 3.00 and rank in upper 35% of their class, 4) a 3.00 GPA in Psychology, and 5) registration as a Psychology Major or Minor. Contact Dr. Joyce Johnson at 5253.

Sigma Gamma Epsilon — is the geology honor fraternity. Students must have a 2.0 overall grade point average. Contact Dr. Mary Barrett at 5232.

Sigma Pi Sigma — is the physics honorary organization. Physics majors in their third year of study with at least a 3.5 gpa, or seniors with a 3.0 gpa. Centenary is the 4th oldest chapter in the United States of the 402 active chapters. Contact Dr. Jerry Lisantti at 5219.

Sigma Tau Delta — is a national organization for English majors as well as those interested in English Literature. Although official membership is restricted to upperclass English majors and minors, Centenary's chapter welcomes anyone who wants to participate in its activities. Contact Dr. David Havird at 5085.

Student Leaders — is an organization composed of students chosen to assist with recruiting and retention of new students and supporters of the college. The student leaders chosen are assigned to one of the administrative offices responsible for orientation, admission or development. The selection process begins at the start of the spring semester. Those selected must have at least a 2.5 gpa with preference given to first year students and sophomores. Upper class students are selected for the officer positions during the fall semester from the current group based on demonstrated leadership and commitment to the program. Contact the Student Life Office at 5117 for additional information.

Media Organizations

Centenary provides invaluable hands-on experiences for students. We encourage everyone to get involved with these organizations. Supported only by student fees, we are quite proud of our accomplishments in the print, broadcasting, and film media. Most media offices are located on the second floor of the Moore Student Union Building.

The Conglomerate — is Centenary's college newspaper. No experience is necessary. Staff members may receive payment. The editor is selected by the Media Sub-Committee. Contact Clint Bruce, editor, at 5269.

Centenary Film Society — presents a variety of art, modern, and foreign films not usually accessible in the Shreveport-Bossier area. CFS also sponsors The Red River Film Festival. Centenary students, faculty, and staff are admitted free. The director is selected by the Media Committee. Contact Jamie Prince, director, at 5184.

KSCL 91.3 FM — is Centenary's radio station. The station is operated and managed by students offering experience in broadcast communications and management. Scheduling occurs at the beginning of each semester and new DJ's are always welcome. Contact Slater McKay at 5296.

Pandora — is Centenary's literary magazine. Published once a semester, the magazine features the poetry, prose, artwork, and photography of students. The editor is selected by the Media Sub- Committee. Contact Brian McCallon, editor, at 5222.

Yoncopin — is Centenary's yearbook. *Yoncopin* is a tradition as old as Centenary itself. Staff members are needed to keep the tradition alive! No experience is necessary. Staff members receive payment. The editor is selected by the Media Sub-Committee. Contact Amy Boltinghouse and Danny Ruiz, editors, at 5265.

Musical Organizations

Camerata — is a group of 25-30 students selected by Dr. Julia Thorn. The group performs 2-4 concerts a year. Most members of this group are voice majors; however, membership is open to all college students by audition. Please contact Dr. Thorn at 5175 if you are interested in singing in the group.

Centenary College Choir — the choir is open to the entire student body through private auditions with the director. The choir performs a variety of choral music from the great classical literature to the best in the entertainment style. In addition to 50 concerts annually throughout the United States, the choir performs a major work with orchestra each spring, and makes international tours every other year. Contact Dr. Will Andress at 429-6887.

Opera Centenary — is an ensemble credit class primarily for voice majors under the direction of Dr. Horace English. This group provides students with the opportunity to participate in opera scene recitals as well as full scale productions. Contact Dr. English at 5174.

Sigma Alpha Iota — is a professional fraternity for women with a serious musical interest. At Centenary the chapter's active goal is to increase the musical awareness on campus. Majors and non-majors with six hours of music credit are eligible. Contact the Music Department office at 5235.

Hurley Chamber Orchestra — is open by audition to all winds and strings, and may be taken for credit as MUS 156A. The orchestra rehearses once a week, with several performances scheduled during the academic year. Contact the Music Department at 5235.

Jazz Ensemble — is a performing ensemble course offered through the Hurley School of Music. It performs mainly big band literature, with some opportunities for small combo and solo improvisation. Open to all students by audition. The group performs at least twice each semester. Contact Dr. Thomas Stone at 5238.

Wind Ensemble — performs both traditional and contemporary band literature, and is open by audition to students from all disciplines. It is taken for credit as MUS 151A, and meets three times a week. Contact the Music Department at 5235.

Religious Affiliated Organizations

Baptist Student Union — The Baptist Student Union (BSU) is sponsored and supported by area Baptist Churches but is open to any student on campus. Discipleship Programs are held on Tuesdays at 11:15 a.m. in the Centenary Room of the Dining Hall and Bible Study is Thursday nights at 8:45 in the Baptist Student Center. Other local fellowship, mission, ministry, freshman groups, prayer groups and program activities are scheduled throughout the year. The students participate in the state BSU programs including Fall Convention, Spring Assembly, Evangelism Conference, and Interna-

tional Student Activities as well as support the summer missions effort. The Baptist Student Center, 2907 Woodlawn Ave. (across from the library) is open from 8:30 a.m. - 5:00 p.m. on weekdays and other times as needed. Call 861-2808 or Charlene Kelly at 869-0355 for more information.

Episcopal Canterbury House — meets each Sunday with dinner at 6:00 p.m. followed by Holy Communion at 6:30 p.m. The Canterbury House is located on Woodlawn Ave. across the street from the Playhouse and behind the KA house. Contact Fr. George Cornell at 746-2571.

Centenary Catholic Community — all students, faculty, staff and their families are invited to join us for Mass, discussions, retreat and meals. CCC meets the First Sunday of the month from 4:30 p.m. - 6:30 p.m. Other meetings will be announced. For more information call 222-2206.

Shreveport/Bossier Campus Ministry — SBCM is an ecumenical ministry active on five area college campuses. The program is funded primarily by the United Methodist, Presbyterian (USA) and Christian (Disciples of Christ) churches, but is open to student of all denominations. SBCM offers regular programming on each campus, as well as multi-campus service projects, fellowship activities and retreats. It is represented on the Centenary campus through UMSM. Contact Betsy Eaves at 5024.

United Campus Ministries — the United Campus Ministries is comprised of representatives from the various campus religious organizations. UCM meets monthly to share ideas and plan joint programs and projects to promote unity between all faiths. Contact Joy Jeffers at 5073.

United Methodist Student Movement — UMSM meets weekly in the Smith Building Room 116 for fellowship and discipleship studies. Students of all denominations are invited. UMSM is a branch of the Shreveport/Bossier Campus Ministry, which has campus ministry programs on five area college campuses. UMSM participates with Shreveport/Bossier Campus Ministry in multi-campus service projects, retreats and fellowship events. Contact Betsy Eaves at 5024.

Other Campus Organizations or Groups

Centenary Students for Cultural Diversity — was organized to provide students at Centenary College a forum to experience and express their own and others' differing heritages and experiences. The group sponsors activities, discussions, and speakers that deal with issues of culture, ethnicity, heritage, and race. The group is dedicated to providing the diversity that a true liberal arts education demands. Contact Dr. Rodney Grunes at 5180.

Habitat For Humanity — The Centenary College Chapter of Habitat for Humanity seeks to help students become more aware of the problems with poverty housing both locally and internationally, gives them an opportunity to do something about it, and assists the Shreveport Habitat for Humanity Affiliate as much as possible. If you have questions or are interested in getting involved contact the SGA Office at 5290.

Student Activities Board — is composed of students who program activities and events for the enhancement of campus life. The Board is responsible for planning and implementation of these events. Contact the Director or Assistant Director of Student Activities and Intramurals at 5736.

Expectations of Centenary College Community for Student Organizations

Centenary College offers many opportunities for membership in a variety of student organizations. All student organizations, Greek and non-Greek, are approved through the Student Government Association as outlined in the Student Government Constitution. All organizations are expected to abide by the expectations outlined below, those contained in the remaining sections of the Student Handbook, constitutions, and/or other "national" guidelines in letter or spirit. Disciplinary matters concerning organizations will be referred to the Student Services Committee. The Student Services Committee shall have the authority to decide when these regulations have been violated and issue appropriate action toward the organization. Penalties may be assessed based on the following guidelines:

FIRST OFFENSE: The organization may be issued a formal warning and/or receive community service hours not to exceed five (5) hours per member based on the organization roster at the time of the violation.

SECOND OFFENSE: The organization may receive community service hours not to exceed ten (10) hours per member based on the organization roster at the time of the violation and/or placed on social probation which does not allow the organization to sponsor formal parties for one semester.

THIRD OFFENSE (or second conviction during probation period): The organization may receive an indefinite suspension of privileges; a recommendation from the Student Services Committee and a majority vote of the faculty will be required for the organization to be reinstated.

Campus Organizations and Group General Regulations

Forming a New Organization

A group wishing to form a new organization should follow the application process as stated in the Student Government Association Constitution. If the Student Senate accepts the constitution it is then submitted to the Student Services Committee for approval. Upon approval, the organization is granted a probationary status of one year. At the end of this time, the group should present to the SGA any revisions which they have made in the constitution and a summary of their probationary year. With final approval from the Student Senate and the Student Services Committee, the group becomes a recognized student organization.

Membership

Active membership shall be limited to part-time and full-time students enrolled at Centenary College.

Roster

The president of each organization is responsible for submitting a roster to the Student Life Office and the Student Government Association each semester. Each president must

also provide an annual listing of the officers immediately after their elections. Also, the president must inform the Student Life Office and SGA any time there is a change in their roster.

Finances

Contracts and assumptions of financial obligations must be approved by an alumni or faculty representative who has been approved by the administration when institutional funds are being dispersed.

Fund Raising Projects

Any fund raising project held on campus by a student organization must be approved by the Dean of Student Life, Vice-President of Finance and Administration and Vice-President for Development.

Place

Each organization may select whatever site desired for social functions with the following provisions:

The sponsoring organization — not Centenary College — is totally responsible for all activities held off campus.

The host organization is responsible for, and liable for, the conduct or happenings at off-campus events. **Liability is the sole responsibility of the sponsoring organization.**

Guests

Non-student guests may be invited by permission of the sponsoring organization.
The organization assumes responsibility for the conduct of all guests.

Governing Organizations and Honor Code

Student Government Association Constitution

(Amended April 10, 19963)

Preamble: We, the students of Centenary College, in order to form an effective and efficient self-government serving the collective interests of the College community, to prepare ourselves for effective living in a democratic society, to enrich and diversify the quality of life, and to encourage self-reliance in our search for truth and justice, do establish and endorse this Constitution for the Student Body of Centenary College of Louisiana.

ARTICLE I. Senate — Legislative and Administrative Powers

A. Membership

1. Composition

   The senate is composed of twenty-three members. The eighteen representatives consist of four full-time (enrolled in 12 or more hours) representatives from each class, and two part-time (enrolled in less than 12 hours) representatives from any class. The remaining five members are composed of the executive committee of the SGA.

2. Representation

   Each class is represented by four full-time students, at lease one of which, but not limited to, must be a non-residential student. In the event that there are only residential candidates from a particular class, the four candidates with the highest numbers of votes are to be elected. In addition, there are two part-time representatives elected from the student body at large.

3. Qualifications

   Student representatives must be undergraduate students through the term of office. These students must maintain a 2.0 cumulative GPA and not be on Centenary probation of any kind.

B. Executive Committee

   Members of the executive committee must meet the same qualifications as the representatives, in addition to the following requirements.

1. President

   a. Qualifications

      The president must be classified as a junior or senior during the academic year of office, and must have also served at least one full academic year on the SGA.

b. Duties and Responsibilities

The president serves as the chief administrative officer of the senate, an ex-officio voting member of the Board of Trustees, and as an official representative of the SGA to the College. The president presides over the senate and prepares the agenda for senate meetings. He or she is responsible for holding executive committee meetings at least bi-weekly, and for training the new president before leaving office.

2. Vice-President of Internal Affairs
   a. Qualifications

   The Vice-President of Internal Affairs must be classified as a sophomore, junior, or senior during the academic year of office and must have also served at least one full academic year on the SGA.

   b. Duties and Responsibilities

   The Vice-President of Internal Affairs serves as Assistant administrative officer and presides over meetings in the president's absence. This Vice-President serves as parliamentarian including keeping the by-laws updated, making copies of the SGA operations manual available, and maintaining order according to *Robert's Rules of Order.* He or she is responsible for receiving any and all reports from the communications, entertainment, or media boards and subsidiaries. He or she is responsible for training the new Vice-President of Internal Affairs before leaving office.
3. Vice-President of External Affairs
   a. Qualifications

   The Vice-President of Internal Affairs must be classified as a sophomore, junior, or senior during the academic year of office, and must have also served at least one full academic year on the SGA.

   b. Duties and Responsibilities

   The Vice-President of Internal Affairs serves as chairperson of the Intra-Organizational Committee and all external senate-sponsored committees. He or she coordinates all aspects of the approval process of all chartered organizations. He or she is responsible for training the new Vice-President of External Affairs before leaving office.
4. Secretary
   a. Qualifications

   The Secretary must be classified as a sophomore, junior, or senior during the academic year of office.

   b. Duties and Responsibilities

   The Secretary takes minutes at all senate meetings and sends copies to members of the senate at least one day prior to meetings. The secretary is responsible for all office work and all senate correspondence and for keeping all records of the senate. The secretary is responsible for training the new Secretary before leaving office.
5. Treasurer
   a. Qualifications

   The Treasurer must be classified as a sophomore, junior, or senior during the academic year of office.

b. Duties and Responsibilities

The Treasurer serves as administrator of senate funds, composed of the student activity fees, and of the SGA budget. The treasurer is responsible for prompt payment of all bills, transfers involving Senate funds, and all other financial proceedings under the auspices of the Senate. The treasurer has access to all financial records of all chartered organizations which request or receive funds from SGA. The treasurer, on call of the Senate, reports to the student body a list of senate expenditures per activity, balance sheet, and any other financial material pertinent to students' interests. The treasurer submits to incoming and outgoing Senates a list of all financial proceedings, and coordinates the budget approval process of all communications, entertainment and media boards and their subsidiaries. The treasurer is responsible for training the new Treasurer before leaving office.

C. Election Procedure

1. Time of Elections

Elections for senate officers, sophomore, junior, and senior senators and judicial board members will be held in March of each year, as announced by the Senate. Election of freshperson senators, part-time senators, and judicial board members will be held in September before the fall senate retreat.

2. Vacated Offices

In case of a vacated office, positions may be filled during the general elections or a special election may be called by the Senate. In case of a vacated office within two months of the last meeting of the current senate, the position may be filled with the appointment of an eligible student chosen by the senate.

3. Petitions for Candidates

Candidates for judicial board representative or class representative senator must obtain twenty-five signatures from members of their respective classes. Candidates for part-time representative senator must obtain twenty-five signatures from students of any classification. Any candidate for Senate officer must obtain fifty signatures from students from any class. Any undergraduate student paying a student activities fee may sign this petition. The petition, along with certification of grade point average and class standing from the Registrar, must be turned in to the Vice-President of Internal Affairs no later than the time set by Senate. Petitions will be explained to candidates as they are handed out; if a candidate has a question, the student may contact the Vice-President of Internal Affairs of the Senate.

4. Campaigning

Campaigning may begin the day after petitions are due. Publicity for the election may consist of unlimited amounts of handouts, mailouts, newspaper advertisements, buttons, bumper stickers, posters, signs or banners. Posters may be hung on bulletin boards and walls only. No campaigning, verbal or otherwise, may be done within the building where voting is taking place while voting is taking place. All publicity must be removed within 24 hours after the notification of final results of an election. A candidate is responsible for any and all literature on his or her behalf. A candidate may not put his or her literature over another candidate's literature, nor deface another candidate's literature. Failure to comply with the established campaign regulations may result in disqualification of a candidate by a quorum vote of the Senate.

5. Write-in Candidates

   A write-in candidate shall be considered an alternative to those candidates already running. Any student desiring to run as a write-in candidate must meet the qualifications of the position he or she is seeking and follow the same qualification procedures established by the Vice-President of Internal Affairs and the Senate, including certification of good standing and proof of class standing being submitted to the Vice-President of Internal Affairs. Only the deadline and petition may be skipped. His or her name will appear on the ballot. No campaigning, verbal or otherwise, will be allowed for a write-in candidate.

6. Ballots

   The names of candidates on ballots will be arranged in chronological order of petitions received. Unless otherwise specified, the Officer candidates who do not receive the office they desired will be automatically put on the Senator ballot of their class.

7. Winning Candidates

   In senate officer elections, the winning candidate will be the candidate who receives a majority of the votes cast. In senator elections, the winning candidates will be the top four vote-getting candidates who meet the necessary qualifications. In judicial board elections, the winning candidates will be the top vote-getting candidates. Any votes cast for candidates who do not meet necessary qualifications for that position will not be counted. In case of a tie, there will be a run-off.

8. Assumption of Office

   After general elections in the spring, the new senate members and officers shall assume office on the second scheduled senate meeting after elections. The first scheduled meeting following elections shall be a joint meeting of the old and new members and officers; however, only old senate members and officers will be allowed to vote at this meeting. At the conclusion of this joint meeting, new members and officers will be installed by the outgoing members and officers.

D. Impeachment Proceedings

Any Senator or Officer may be removed from office by a 3/4 vote of the Senate for consistent failure to discharge duties. In order to begin impeachment proceedings for a senator, a petition calling for Senate consideration of removal must be signed by 50 of a representative constituents. In order to begin impeachment proceedings for an officer, a petition calling for Senate consideration of removal must be signed by 100 members of the student body.

E. Quorum

A quorum consisting of at least 3/4 the voting membership of the Senate must be present at any official meeting called by the executive council before any official business may proceed.

F. Advisors

There are two non-voting faculty advisors of the Senate, selected by the Senate at the beginning of each school year. No advisor is officially associated with any SGA media or judicial body.

ARTICLE II. Judicial Branches of the Student Government Association

A. Purpose

The purposes of the judicial branches of the Student Government Association are to adjudicate conflict arising from violation of College regulations and to execute judgements of said adjudication.

B. Listing of each Judicial Branch

1. Residence Hall Councils

a. Purpose

The Residence Hall Councils shall exist for internal regulation of residence hall life and are subject to annual review and alteration by the Senate within the guidelines of the SGA Constitution.

b. Composition

Composition and membership of Residence Hall Councils shall be left to the discretion of individual residence halls.

c. Imposing of penalties

The Residence Hall Councils shall have the power to impose any penalty appropriate to minor infractions, short of restriction of campus privileges, social probation, suspension, or expulsion from the College.

2. Judicial Board

a. Purpose

The Judicial Board shall exist to hear cases involving the violation of non-academic social rules.

b. Composition

Judicial Board shall be composed of nine members; one male and one female from each class elected by their respective class, and one undergraduate student elected by the undergraduate student body to serve as representative-at-large.

c. Qualifications for members

Judicial Board members must be undergraduate students, who hold a minimum 2.0 cumulative GPA, and may not be a member of any residence hall council, Student Senate, the Conduct Review Committee, the Honor Court, or hold a Resident Assistant position.

d. Duties and Powers

The Board shall have the power to hear and act on all cases referred to it by the Judicial Referral Board, or appealed to it by a student. The power of the Board shall include the power to impose any penalty except suspension or expulsion from the College. In appellate cases, the Board shall have the power to uphold or decrease the penalty of a residence hall council, but in no case may it increase the penalty. The Board has the power to adopt its own by-laws within the guidelines set forth in the Constitution, subject to Senate approval.

e. Election Procedures

All members except freshpersons are elected during the Spring general election regulated by the Elections Committee, and will take office at the begin-

ning of the next academic year. First year members will be elected in the fall SGA elections. They will take office immediately after election. Prior to the general election, all candidates must present to the Elections Committee a petition with 25 signatures from full-time undergraduate student from their class. The at-large representative must obtain 50 signatures from undergraduate students. In the case of vacancies within the Judicial Board, the Student Senate shall fill those vacancies with a qualified undergraduate student until a special election can be held.

f. Term of Office

The freshpersons, sophomore, and at-large representatives will serve one-year terms. The junior representatives will serve a second year as senior representatives. A special election will be held to fill any vacancy.

g. Impeachment Procedure

Any student, including Judicial Board members, may bring before the Senate charges of dereliction of duty against any Board member. On the motion from any two Senators, the Senate will review the charges against the accused Board member, following the same rules of procedure and observing all rights of the accused as guaranteed in this Constitution. A 3/4 vote of the Senate will be necessary for a conviction and removal from office of any Judicial Board member.

3. Conduct Review Committee

a. Purpose

The Conduct Review Committee's primary function is to consider and decide upon all cases involving non-academic misconduct referred to it by the Judicial Referral Board. The Committee also decides upon appeals resulting from other disciplinary action, including that of the Honor Court. If the student questions the fairness of a disciplinary action taken against him or her by a Dean or a student judicial body, he or she should be granted by request the privilege of a hearing before this Committee. At the request of the Executive Council of SGA, the Committee will rule upon the constitutionality of actions taken by the Student Government Association.

b. Composition

The Conduct Review Committee shall be composed of two faculty members, one member serving as chair, a staff member (other than the Dean of Student Life or the Assistant Dean of Student Life) to serve as recorder, the Dean of Student Life (ex-officio) and four full-time undergraduate students, one representing each class, to be recommended by the Student Government Association by majority vote of the Senate and appointed by the President of the College.

c. Qualifications

Student members of the Conduct Review Committee must be undergraduate students who hold a minimum 2.0 cumulative GPA.

C. Regulations in the Judicial Process

1. Rights of the Accused

Before each case is heard, the accused must be informed of all rights and regulations enumerated in Article II, C of the Constitution and in the Constitution or by-laws of the particular judicial body. All charges and allegations against the ac-

cused must be made available to him or her in written form at least five days prior to the presentation of any evidence. The accused may waive this right. The accused must be allowed sufficient time to prepare a defense. In defense the accused has the right to present any evidence or witnesses in his own behalf. The accused may (along with counsel, if desired) be present during the entire proceedings of the case, except when the judicial body confers to reach a verdict. The accused has the right to appeal to the Conduct Review Committee the assignment of his or her case to a particular judicial body by the Judicial Referral Board if the accused considers that assignment unjust.

2. Procedure Concerning the Gathering and Presentation of Evidence:

   Information which is not relevant to the case before the particular judicial body shall not be presented as evidence. No evidence may be admitted or considered by a judicial body without the knowledge of the accused, nor without allowing the accused a sufficient length of time to prepare a defense against that evidence. No evidence may be presented as evidence which is not in written form, with the exception of oral testimony. All consultations between the accused and his or her faculty advisor, or between the accused and any administrator or faculty member acting in a counseling capacity, shall be considered privileged information, and therefore inadmissible as evidence without the express written consent of the accused.

3. Procedure concerning Appeals:

   Upon reaching a verdict, the judicial body shall immediately inform the accused of his/her right to appeal. The accused has the right to appeal any case within one week of the rendering of the previous decision to the immediately higher judicial level in the order of: Judicial Board, Conduct Review Committee, President of the College. Only the judicial body or person appealed to considers the justifiability of the appeal. Permission of the Dean of Students or any other administrator is not required. The judicial body appealed from must make available to the accused, in writing, a complete and accurate record of the proceedings of his or her hearing within seven days after being notified of the appeal by the accused. The record must include: a statement of charges and allegations brought against the accused, written evidence presented during the course of the hearing, a list of all witnesses presenting oral testimony during the course of the hearing, a written statement of the body's decision. Failure on the part of any judicial body to observe any regulation of Article II, C shall hereby be considered grounds for appeal.

ARTICLE III. Centenary Student Organizations

A. Purpose

   The purpose of this article is to allow students at Centenary College to determine the status of student organizations. In addition, communication between student organizations will be increased through the medium of the Intra-Organizational Committee.

B. Organizations with "Chartered" Status

   "Chartered" status is designed for organizations seeking the receipt of the full range of privileges offered by the Centenary SGA. To obtain chartered status and full organizational privileges, an organization must first be approved by the Student Senate by the following process.

1. Approval Process
   a. Application

      For an organization to be considered for chartered status, it must first submit to the Vice-President of External Affairs of the SGA: an application including a statement of purpose outlining the general intent of the organization, a copy of the organizations constitution, a petition containing twenty-five current Centenary student signatures acknowledging their support of the organization and its statement of purpose, and a current list of the organization's officers, faculty advisor(s) (if any) with their corresponding phone and box numbers.

   b. Approval Process

      For an organization to receive chartered status, the organization's application materials must be approved by a majority vote of the quorum of the senate. If chartered status is denied by the senate, the organization may request a vote of the student body; chartered approval will then be determined by an affirmative majority vote. If the organization is denied charted status by both the senate and the student body, it may reapply for chartered status as early as the next semester.

2. Privileges

   Privileges of chartered organizations include a voting seat on the Intra-Organizational Committee, campus posting, use of campus facilities, listing in Centenary publications, and eligibility to apply for SGA funding.

3. Responsibilities
   a. Participation

      To remain eligible for chartered status, the organization must have an active representative serving on the Intra- Organizational Committee as stipulated in the Senate By-Laws and continue to follow the senate-approved statement of purpose of the organization.

   b. Semester Reports

      Chartered organizations must also submit a semester report to the External Vice-President of the SGA by the date set by that person. This report will include changes and updates in the organization's constitution and officer/ sponsor roster and detailed information on activities which received SGA funding. Any changes to the statement of purpose will warrant the submission of a new application for chartered status.

4. Probationary Status

   A chartered organization may be placed on probationary status for one or both of the following reasons: lack of sufficient representation on the Intra-Organizational Committee as outlined in the Senate By-Laws during the course of a semester, or failing to submit a semester report to the SGA Vice-President of External Affairs. If the organization in question is found to have violated the responsibilities of its chartered status by a two-thirds vote of a quorum of the senate, the chartered organization will be placed on probationary status for the following semester, which includes loss of access to SGA funding privileges.

5. Dismissal of a Chartered Organization

   Any chartered organization in violation of the aforementioned responsibilities of its organization's status, as determined by the senate, for two consecutive semes-

ters will lose chartered status and may only reapply following the new chartered organization approval process. However, the organization may appeal the decision through the process stated below.

6. Appeals Process for Chartered Organizations

   Any organization can appeal the loss of its chartered status by notifying the SGA Vice-President of External Affairs of the decision to appeal. The Senate will then put an election before the student body, accompanied by the alleged violations and the organization's rebuttal. Upon a majority affirmative vote of the student body, the organization shall be reinstated as a chartered organization. If the organization fails to appeal, or does not receive the required majority vote, it may still obtain chartered status by following the new chartered organization approval process as early as the next semester.

C. Organizations with "Listed" Status

"Listed" status is designed to allow non-chartered organizations to be recognized on the Centenary College campus. To obtain "listed" status and certain privileges thereof, an organization must first meet specific criteria.

1. Criteria

   For an organization to receive listed status, it must submit to the Vice-President of External Affairs of the SGA: an application including a statement of purpose outlining the general intent of the organization, a copy of the organizations constitution, a petition containing twenty-five current Centenary Student signatures acknowledging their support of the organization and its statement of purpose, and a current list of the organization's officers, faculty advisor(s) (if any), with their corresponding phone and box numbers.

2. Privileges

   Privileges of listed organizations include a non-voting membership on the Intra-Organization Committee, campus posting, use of campus facilities, and listing in Centenary publications.

3. Responsibilities

   Listed organizations must also submit an annual report to the External Vice-President of the SGA by the date set by that person. This report will include changes and updates in the organization's constitution and officer/s/sponsor roster. Any changes to the statement of purpose will warrant the submission of a new application for listed status.

4. Loss of Listed Status

   Loss of listed status will occur if the organization fails to follow the aforementioned guidelines as decided by a two-thirds vote of a quorum of the senate. An organization may reapply for listed status as early as the next semester.

ARTICLE IV. General Regulations

A. Separation of Powers

No student may serve on more than one of the following bodies: Student Senate, Judicial Board, Conduct Review Committee, Honor Court, Residence Hall Council. No student may serve on more than one judicial body.

B. Ratification and Amendment Process

A petition signed by 20 percent of the student body shall be required for the Senate to hear a proposed amendment. Ratification and/or amendments must be approved by

the following bodies in the following order: 2/3 vote of the Senate, majority vote of those full-time students voting in a special election, a majority vote of the Student Services Committee, and approval by the Administrative Council. A constitution or amendment that has been appropriately approved by all bodies concerned shall become effective at the beginning of the next fall or spring semester, whichever is sooner, unless a special exception is approved by a 2/3 vote of the Senate. Each will include the date on which each body approved the proposed constitution or amendment.

Honor Court Constitution

(Adopted April 10, 1995)

ARTICLE I. HONOR CODE

Each student who enrolls in Centenary College undergraduate classes becomes a part of the Centenary Honor System and is responsible to the Honor Code in both day and night classes. The Honor Code of Centenary College is founded on the idea that honor is that intangible quality which, if it pervades all phases of campus life, will tend to foster a spirit of dignity and personal integrity. Inherent in the system must be the premise that students will not tolerate a violation of the Honor Code. With such a goal, the Honor System is established with the realization that honor must be fostered and not forced, and with the awareness that it will be successful only through the combined and cooperative efforts of faculty, administration and students.

ARTICLE II. THE PLEDGE

Students are required to write the following pledge at the end of any examination or piece of independent work: **"I have neither given nor received unauthorized aid on this examination (paper), nor have I seen anyone else do so."** If the student has received aid or has suspicion of a violation of the Honor Code, the following clause is to be added to the pledge **"...except as I shall report immediately to the Honor Court."**

The complete pledge will be written out in hand by the student, shall not be abbreviated, and should never be written until the test or paper has been completed for submission to the professor. Any violation shall be reported immediately to the Honor Court.

ARTICLE III. ORGANIZATION OF THE COURT

Section One: *Composition*

The Honor Court shall consist of 10 (ten) student members nominated by the faculty and student body. Five (5) members of the Court shall vote on each case. The Court shall be advised by two (2) faculty members.

Section Two: *Nominations*

Nominations shall be made by the student body and the faculty to fill any vacancies in the Honor Court. The Court shall then choose sufficient names from the list to fill vacancies on the Court. The new Court shall assume its duties upon election. In the event that vacancies on the Court should develop at a time other than the end of the school year, the vacancies shall be filled by the Court.

Section Three: *Qualifications*

The members of the Honor Court shall:

1. Be of junior or senior standing at Centenary College at the end of the semester during which the office is to be assumed.

2. Be enrolled in at least their second semester at Centenary College.
3. Not hold any elected office to the Student Government Association, membership on a judicial board, or membership on the Conduct Review Sub-Committee.
4. Have a cumulative grade point average of 3.0 or above at the time of election.

Section Four: *Term of Office*

Terms of members of the Honor Court shall be from the time of selection until graduation, impeachment, or voluntary withdrawal from the Honor Court or the College.

Section Five: *Permanent Officers of the Honor Court and Duties*

1. CHIEF JUSTICE. The Honor Court shall elect the Chief Justice from its members before the end of the spring semester of each year. The term of office of the Chief Justice shall be one year. The Chief Justice may serve more than one term. The Chief Justice shall:
   a. have overall supervision of the work of the Court;
   b. call sessions of the Court as the need arises;
   c. preside over the court;
   d. appoint an unbiased member of the Honor Court as Investigating Officer for each case;
   e. approve the selection, by the accused, of an unbiased member of the Honor Court to represent the accused; and
   f. determine from the remaining members who shall serve as the voting members for each case.

   The Chief Justice, if present, will always serve as a voting member unless he/she disqualifies him/herself.
2. ASSOCIATE JUSTICE. The Associate Justice shall at the same time be elected from the membership of the Court. The Associate Justice shall serve in the place of the Chief Justice in the event of absence or inability to serve. In case of a vacancy in the office of Chief Justice, the Court may at its discretion elect a new Chief Justice or elevate and replace the Associate Justice. The Associate Justice, if present, will always serve as a voting member unless he/she disqualifies him/herself.
3. CLERK. The Court shall at the same time select from its membership a Court Clerk who shall be responsible for maintaining the necessary records. In the absence of the duly elected Clerk, the Chief Justice shall appoint one of the Court to serve in that capacity. The Clerk, if present, will always serve as a voting member unless he/she disqualifies, him/herself.

Section Six: *Other Members and their Duties*

1. Investigating Officer. The Investigating Officer, appointed by the Chief Justice on a case-by-case basis, Officer shall:
   a. investigate suspected violations for the Court;
   b. present the information gathered at the arraignment; and
   c. clarify initial reports and question witnesses at the hearing.

   The Investigating Officer shall not be a voting member of the Court.

2. Representative for the Accused. The representative, as selected by the accused and approved by the Chief Justice shall:
    a. be present at the arraignment as an observer;
    b. represent the accused during the Honor Court proceedings by hearing all testimony and questioning witnesses;
    c. maintain the confidentiality of the accused.

The representative shall not be a voting member of the Honor Court.

3. Voting Members. The appropriate number of voting members shall be appointed by the Chief Justice for each case. The voting members shall fully participate in the proceedings. This participation will include hearing all testimony, questioning witnesses, deliberating, and voting.
4. Non-voting Members. Any remaining members may participate in the case proceedings. This participation may include hearing all testimony, questioning witnesses, and deliberation. The non-voting members shall not have a vote in the decision or penalty.

Section Seven: *Faculty Advisors*

The Honor Court shall select annually two (2) members of the full-time faculty to serve as faculty advisors. At least one advisor will be present at all proceedings. The advisors may hear all testimony, question witnesses, and participate in deliberations. Faculty advisors are not voting members of the Court.

Section Eight: *Impeachment Proceedings.*

1. Any member of the Honor Court may be removed from office by a 2/3 vote of the student members of the Honor Court for:
    a. consistent failure to discharge duties;
    b. conviction of an Honor Code offense;
    c. breach of confidentiality; or
    d. giving inappropriate advice to the plaintiff or accused.
2. The member under consideration for removal may not vote in the removal proceedings.

ARTICLE IV. ORIENTATION PROCEDURES OF THE HONOR SYSTEM

Section One: *Responsibility for conducting all phases of Honor System orientation shall rest upon the current Honor Court.*

Section Two: *Presentation to the Faculty*

1. At the Faculty Orientation Workshop of each new school year, the Faculty shall be briefed on the Honor System by the current Chief Justice of the Honor Court, or a representative of that body, given constitutions, and made aware of their responsibility.
2. The responsibilities of the faculty as outlined in this Constitution, shall be stressed as being an integral part of the Honor System.

Section Three: *Presentation to New Students*

The current Honor Court shall be responsible for explaining the purposes and operations of the Honor System to all new students at orientation. However, it is the students' responsibility to familiarize themselves with the Honor System.

Section Four: *Presentation to the Student Body*

Each semester an effort shall be made by the Honor Court to impress upon the student body the purposes and mechanics of the Honor System.

Section Five: *The Signing of the Code Card at Registration*

As a part of the registration procedure, each student will sign a statement agreeing to abide by the Honor Code of the College, which will be included on the general registration form.

ARTICLE V. FACULTY RESPONSIBILITIES

Section One:

As a member of the Centenary Community, each faculty member is responsible for reporting all cases of suspected cheating on tests, plagiarisms, and other violations of the Honor Code to the Court, rather than handling the case and penalty personally.

Section Two:

Faculty members shall abide by the decision of the court in grading the student suspected of the violation.

Section Three:

Faculty members shall:

1. Inform students of regulations that apply to academic integrity in their courses, and make clear to what extent collaborative work or exchange of aid and information (studying together, tutoring, proofreading of papers) is acceptable.
2. Constructively admonish students who they feel are drifting into questionable practices.
3. Explain directions on examinations and inform students of their whereabouts during an examination should questions arise.
4. Instruct students to write and sign the pledge on each test and each piece of work that is to be done independently.
5. Impress upon students their responsibility to report all suspected instances of cheating, plagiarism, or other violations of both the Honor Code and the class requirements.
6. Explain all requirements for take home tests.

ARTICLE VI. STUDENT RESPONSIBILITIES

1. Every effort should be made by the students to place themselves in the classroom seating arrangement so as to minimize the suspicion of a violation.
2. Students should remove all notebooks, textbooks, and other written material from their desks. Only exam material should be within view.

3. Students should check with professors concerning any questions about papers.
4. Permission for combined work on projects and assignments does not necessarily imply authorized collaboration on resulting papers and reports.

ARTICLE VII. GROUNDS FOR CONVICTION FOR VIOLATION OF THE HONOR CODE

Section One: *Cheating on Tests and Examinations*

The following constitute cheating on tests and examinations:

1. Using notes, the textbook, or reference material during a test or examination unless students are specifically authorized to do so by the instructor of the class.
2. Looking on the test paper of another student in the class.
3. Giving or receiving unauthorized aid verbally or in writing.

Section Two. *Cheating on Papers*

The following constitute cheating on papers:

1. Plagiarism, which is defined as borrowing phrases, ideas, or other material (e.g., maps and charts) from any source without giving adequate credit;
2. Having papers proofread, or edited, by anyone other than the author, unless specifically authorized by the instructor; or
3. Submitting any work which has been submitted for credit in another course without permission. For courses during the same semester, permission from both instructors is required.

Section Three: *Failure to Adhere to Specific Requirements of Professors*

Students are responsible for finding out a professor's requirements for examinations, papers, written homework, lab reports, tutoring, and all other work, and how these requirements are governed by the Honor Code. Failure to adhere to these requirements is a violation of the Honor Code.

Clarifications and Exceptions:

1. On papers professors may,
   a. grant that a paper be proofread by parties other than the author;
   b. prescribe limitations on the sources to be used;
   c. make special stipulations concerning crediting of sources;
   d. grant permission to any student to submit any work which they have, or another student has, submitted for credit in any other course; and/or
   e. prohibit the use of computer programs which check spelling and grammar.
2. On written homework and laboratory reports, Students may:
   a. work together provided that each member of the group understands the work being done, and the instructor has authorized this procedure; and/or
   b. report their individual data as observed in their experiment.
3. On written homework and laboratory reports, Professors may:
   a. require that all or part of the assignment be done by each student individually; and/or
   b. require that secondary sources consulted be credited.

4. Tutoring

   Students must find out from a professor what kind of help may be received from a tutor on assigned work.

Section Four. *Failure to Appear*

If the accused fails to appear, or fails to submit an adequate excuse to the Court prior to the hearing, they shall receive an Honor Court conviction. If the accuser, or called witness(es) fail to appear, they shall be referred to the Conduct Review Committee for obstruction of proceedings.

ARTICLE VIII. REPORTING A SUSPECTED VIOLATION

Anyone suspecting that a violation of the Honor Code has occurred, shall report this suspicion to either the Chief Justice or one of the Faculty Advisors. All communications with the Honor Court must be written and signed. All communication shall be confidential and known only to the members of the Honor Court, including the name of the accused and the accuser to be kept confidential. The Court shall be pledged to keep all information received confidential.

ARTICLE IX. PROCEDURES

Section One: *Preliminary Actions*

1. After receiving notice of a suspected Honor Code violation, the Honor Court shall have three (3) regular class days to send written notice of the violation to the accused. A regular class day shall be defined as any day during the Fall or Spring semesters that classes are in session.
2. From the date the notice is sent, the accused shall have at least three (3) regular class days, but no more than five (5), to prepare for the arraignment. The accused has the right to waive the preparation period.
3. During the preparation period a representative for the accused, as requested by the accused, will be appointed by the Chief Justice after notification of the choice of the accused by the Investigating Officer.

Section Two: *Preliminary Review*

1. The accused shall be called before a closed panel that shall consist of the Chief Justice, the Clerk, the Investigating Officer, a Faculty Advisor, the Accused, and the Representative for the Accused.
2. At this hearing, the Investigating Officer shall present the case to all present. After the case is presented, the Chief Justice shall ask the accused to enter a plea of either NOT GUILTY or GUILTY. In the case of a guilty plea, which is binding, the Chief Justice shall advise the accused of their right to make a statement to the Court.
   a. If the accused wishes to make a statement at that time, the statement shall be tape-recorded by the Clerk to be played before the entire Court during penalty deliberation.
   b. If the accused wishes to make a statement in person to the Court, he/she shall be advised as to when the Court will meet for deliberation. He/she shall make his/her statement before the Honor Court at that time.

In the case of a not guilty plea, the Chief Justice shall set a date for a full hearing to be held.

Section Three: *Honor Court Proceedings*

1. The Honor Court shall meet at a time and place specified by the Chief Justice. A complete list of witnesses shall be provided to the Court by the Investigating Officer at least twenty-four (24) hours prior to the proceedings. The hearing shall be closed and those participating in the hearing, in any capacity, have the responsibility to maintain confidentiality.
2. All students and faculty members shall appear before the Court when requested to do so. The Chief Justice shall determine in what order witnesses shall be called from the witness list.
3. Procedure of the Hearing:
   a. Those present for the entire hearing shall include the counsel for the accused, investigating officer and the voting members of the Honor Court.
   b. The Investigating Officer shall present any new information pertaining to the case and the Chief Justice will then ask if the accused wishes to change the original plea of not guilty. Unless the plea is changed, the hearing will proceed as follows:
      i. witnesses are called by the Chief Justice one at a time
      ii. questioning shall begin with the Investigating Officer, then the representative of the accused, and finally the members of the Court.
      iii. after all witnesses are heard, the Investigating Officer, representative of the accused, and witnesses are excused while the Court deliberates.
      iv. conviction of any student shall always require the vote of four (4) members in favor of conviction.
   c. As soon as a decision is reached, the accused shall be verbally informed of the decision made. The accused shall receive written notice within three (3) regular class days of the decision except under very exceptional circumstances.
4. The Honor Court shall prepare a report of the decisions rendered in the previous semester for publication in *The Conglomerate* at the start of every semester. In such reports, facts shall be omitted which would lead to the identification of the principal parties involved.

ARTICLE X. PENALTIES

1. For conviction on the first offense, the Honor Court has the option of the following penalties:
   a. no further penalty.
   b. the option to redo the work. Students may redo the work with no grade assessed to the original work. The new work shall be submitted to the professor for a grade. Should the student fail to submit the new work within a time limit agreed upon by the student and the professor, the work shall receive a grade of zero (0).
   c. "F" on the work.
   d. zero (0) on the work.

e. "F" in the course.

f. "F" in the course with a recommendation to the Dean of the College for suspension for a semester.

g. "F" in the course with a recommendation to the Dean of the College for dismissal from the College.

The numerical value of the "F" in the above penalties shall be determined by the teacher of the course with the stipulation that the "F" be less than any honestly obtained "F" on the work by any member of the class (or group of classes).

2. Any piece of work on which the Honor Court makes a ruling may not be dropped by a professor.
3. Conviction on subsequent offenses will result in an automatic penalty of "F" in the course and referral to the Provost with a recommendation of dismissal from the College. If the Provost disagrees with the recommendation, the recommendation will be referred to the Conduct Review Committee for further review. A decision by the Conduct Review Committee may be appealed to the President of the College who has final authority.

ARTICLE XI. APPEALS

1. The Chief Justice must advise defendants of their right to appeal and to whom the appeal should be addressed. Only the faculty advisor(s) to the Honor Court may provide guidelines to defendants on the appeal process, the writing of an appeal, or possible outcomes of an appeal.
2. Appeals shall be addressed to the Provost, in written form, within seven (7) regular class days of written notification of conviction by outlining the reason(s) for appeal. If the Provost considers the request justified, the appeal will then be heard by the Conduct Review Committee, and their decision shall be final.

ARTICLE XII. FINALS WEEK, MODULE, AND SUMMER SESSIONS

Section One. *Finals Week*

Reports of violations during final exam week shall be processed as follows:

1. The student will receive an "I" for the course.
2. Within seven (7) working days after the conclusion of finals the student will be informed, in writing, at the mailing address found in the student directory by **certified mail** and through campus mail, of the alleged violation.
3. An arraignment hearing will be held within ten (10) regular class days after the start of the next regular (Fall or Spring) semester and the student will be notified of the hearing date, time, and place no later than the fifth (5) regular class day.
4. **Depositions shall be taken from those who do not return for the next semester (fall to spring, spring to fall) to be used as official testimony.**

Section Two. *Module and Summer Sessions*

Reports of violations during Module and Summer Sessions shall be processed as follows:

1. The student will receive an "I" for the course.

2. Within seven (7) working days after the conclusion of finals the student will be informed, in writing, at the mailing address found in the student directory by **certified mail** and through campus mail, of the alleged violation.
3. An arraignment hearing will be held within ten (10) regular class days after the start of the next regular (Fall or Spring) semester and the student will be notified of the hearing date, time, and place no later than the fifth (5) regular class day.
4. **Depositions shall be taken from those who do not return for the next semester (fall to spring, spring to fall) to be used as official testimony.**

ARTICLE XIII. AMENDMENTS

Section One. *Proposal*

Amendments to this constitution may originate with either the Honor Court or the Student Government Association. Suggestions for amendments may be submitted to either body.

Section Two. *Ratification*

1. Proposed amendments to the Honor Court Constitution originating in the Student Government Association shall be approved by the Honor Court with a 4/5 vote. Amendments originating in the Honor Court must be approved by the Student Government Association with a 2/3 majority vote.
2. Amendments must be approved by the faculty and, in general election, by 2/3 majority of the voting student body to become a part of this constitution. Approval may be made first by either body.
3. The amendment shall take effect immediately upon ratification.

Guidelines For The Honor System

1. ADVANTAGES OF THE HONOR SYSTEM

We of Centenary College are proud of the fact that our students govern their own academic performance through an Honor Code which they helped to write, and which they themselves administer. A national survey has shown that cheating occurs more often on campuses where no joint honor system is in effect and where enforcement of honesty is left up to faculty alone. It occurs least often among students in colleges where both students and faculty participate in a functioning honor system. Our Honor System is a classic example of growing student participation in self-government and responsibility for administrative affairs on campus. The increased freedom it affords gives those who participate in it room to grow in maturity and responsibility and to strengthen qualities of honesty and integrity. Sharing with the student body in the observance and administering of the Honor Code also benefits the College faculty. Faculty and students become partners in striving toward a lofty goal, and their common striving builds an atmosphere of trust and confidence. Faculty members are also relieved of the necessity of filling the distasteful role of policeman. The Centenary College Honor System was developed because the students proposed the idea to the College faculty and asked that the faculty join in writing and administering a workable code. The Code was tried on an experimental basis in some departments of the College in 1953, and soon thereafter the present Honor Code was adopted as binding for all regular students of the College.

2. REQUIREMENTS AND PROCEDURES

Basically, the Code provides that a student will neither cheat nor will he/she tolerate cheating on the part of others. If you have registered at Centenary, you have signed a pact which automatically includes you as a part of our Honor System, binding you to its terms and committing you to uphold its principles and its provisions. You have agreed to present work for credit which is wholly and only your own. When exams are given or when you present written work and research papers, no professor or proctor should be required as a policeman to insure that the work is your own, although a teacher may do so in incidents of suspected violation of the Honor Code. Your own personal integrity is your proctor. We administer the Code through a student court composed of five members and two alternates who are chosen from among nominations made by the student body and the faculty. One member is elected to preside as Chief Justice. At least one faculty member serves as advisor and liaison officer. The Constitution of the Honor Court provides that all violations of the Code shall be referred at once to the Court. It also provides for hearings, suitable penalties upon conviction, and appeal of conviction. A conviction before the Honor Court for violation of the Honor Code may result in one of the following penalties: Conviction with further penalty, Honor Court F on the work, Honor Court F in the course, suspension for one semester or permanent expulsion from Centenary. Every student should thoroughly familiarize him/herself with the Honor Court Constitution printed in the preceding section of *The Centenary College Student Handbook* in order to understand exactly what his/her responsibilities are under the Honor System. If you suspect that a violation of the Honor Code has occurred, it is your obligation to inform a member of the Honor Court of this fact as soon as possible. Names of the members of the Court will be posted in each classroom. If you do not know any of these students, you may send written notice to the Faculty Advisor, Honor Court, through campus mail. The Honor Court Constitution and the Honor Code are printed in full detail in the preceding section which all incoming students are expected to read carefully. The Honor System is also explained to new students during formal orientation each fall.

3. RESEARCH PAPERS AND THE HONOR SYSTEM

Most commonly, violations of the Honor Code concern plagiarism. In the interest of clarification, these guidelines are offered. Plagiarism in any work done under the Honor System is a violation of the Honor Code, and is a serious offense. You will be plagiarizing if (1) you are not accurate in indicating direct quotations from any source, including textbooks, or (2) you do not completely reword when you paraphrase. Rewording includes using your own language and your own sentence structure. A paraphrase should sound like you, not like the source with the words shifted around. Both quotations and paraphrasing require documentation. Any plagiarism, intentional or not, casts doubt on the honesty of all your statements. *A Short Guide to Manuscript and Documentation Form,* by Allen and Colbrunn, found under 029.6, AL53s, and the *MLA Style Sheet,* found under 0-29, M72s, are both on permanent reserve in the library for your reference use. These pamphlets, along with the freshman English textbook and this explanation, should indicate what is not proper credit and the correct form for giving credit. Borrowing an author's *ideas* and putting them into your own words is *paraphrasing* and requires that credit be given for the ideas by means of a footnote or other clear procedure. Neither quotation marks nor indentation is used for paraphrasing. If you present another person's ideas as your own, by *not* giving credit, you are plagiarizing. When in doubt, footnote! Borrowing an author's exact *words is quoting* and also requires a footnote or other clear credit to the

source. Quotes must be placed in quotation marks, and if the quote is long, it should also be indented and single spaced. If you quote an author and do not put the quote in quotation marks or indent, your are plagiarizing *even if you do give a footnote!* You are borrowing not only the author's ideas but are presenting the words as your own. You still are not giving full credit and thus are plagiarizing. Usually, two or more distinctive and sequential words from the source should be placed in quotation marks. Following is a reproduction of part of page 208 of *Recent American Literature* by Donald Heiney (Great Neck, New York: Barron's Educational Series, 1958). Following this reproduction are examples of three students' use of this reference in research papers. Two of the students, A and B, have given improper credit and therefore are guilty of plagiarism. Student C has given proper credit.

The original passage:

Awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author; today many American critics are inclined to agree in this judgement. The distinction is one to which he is well entitled. He is sometimes considered an agrarian naturalist in the manner of Erskine Caldwell; actually he is more meaningful and profound, as well as more artistically original, than any of the American naturalists with the possible exception of Hemingway. His novels are generally laid in rural settings, but the problems they treat are psychological and moral rather than physical. His great subject is the decline of the South; its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.

Student A's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South; its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialist civilization of the North.

Student A has plagiarized both ideas and words by presenting them as his own without any footnotes at all. He/she has violated the Honor Code.

Student B's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South: its economic sterility, its moral disintegration and its struggle to resist the progressive and materialistic civilization of the North.1

1Donald Heiney, *Recent American Literature,* (Great Neck, New York: Barron's Educational Series, 1958) p. 208.

Student B has given credit for the borrowed ideas by his footnotes, but not for the words, which are also borrowed in places. Although a few words are changed, there are still complete sentences lifted intact from the original work without giving credit for the author's words. Student B also has violated the Honor Code.

Student C's paper:

Faulkner's great talent has made him "the foremost living American author" to European critics. 1The rural settings of many of his novels illustrate his naturalism which is often compared with that of Erskine Caldwell. The central theme of Faulkner's novels is the decline of the South.2

1Donald Heiney, *Recent American Literature* (Great Neck, New York: Barron's Educational Series, 1958) p. 208>

2Ibid.

Student C has given credit for both the phrase "the foremost living American author" and for the ideas borrowed. He/she has given proper credit.

4. A FINAL REMINDER

If you have any questions, it is your responsibility to ask your professor exactly what he/she requires in a paper that requires research or documentation. Let us remind you that this applies to all full-time and part-time undergraduate students whether in day or night classes.

Campus Services

Academic Counseling

The Advisor is responsible for assisting students in all areas of academic life, such as assisting students with schedules and a degree plan which must be filed no later than the first semester of the junior year in the Office of the Registrar. At the time of admission to the College each student is assigned a faculty advisor who is available for advice in academic matters.

Academic Petitions

The faculty has established a procedure to act on the requests of students for exception to, or waiver of, academic regulations. Your advisor, the registrar or Office of the Provost can assist you. Students may not petition academic suspensions; enrollment for more than 24 hours in any regular semester (12 hours during the summer); more than a total of 18 pass/fail hours; and graduation with less than 124 hours or less than a 2.0 cumulative grade point average overall or in their major(s).

Address Change

It is the responsibility of each enrolled student to provide the College with an up-to-date local and permanent mailing address. An address change that occurs any time after the student completes the registration process for the current semester should be reported to the Student Life Office and an Address Change Form completed.

Automobiles on Campus/Vehicle Registration

All students must register their vehicles. Vehicle registration should be completed at the time of registration for course work; there is a $25.00 fee for resident students and a $10.00 fee for commuters. In order to register a motor vehicle, you will need to present a valid driver's license, evidence of liability insurance and license plate number of your vehicle. Vehicle registration does not guarantee a specific parking place or parking lot. Campus vehicle registration policies, regulations, and fees are specified in the Student Handbook and in other official College publications for the campus community. Failure to comply will result in referral to the Judicial Referral Board or authorized College official. For registration of a vehicle at times other than registration, payment of fees, to replace a decal, or to obtain a temporary permit contact the Business Office in Hamilton Hall.

Campus Convocations

The college has set aside Thursdays from 11:00 a.m. - 12:00 noon as a time for the entire campus community to gather for special programs and lectures. Periodically, these may be scheduled on Tuesday mornings (President's Convocation) or during the evening (Honors Convocation). On occasions these gatherings are academic convocations resulting in formal processionals by faculty, staff and seniors. Incoming first year students participate in the President's Convocation. Religious programs can also be held during this time period. All students and staff are encouraged to attend. In order to preserve this time for a gathering of the entire campus community, both faculty and Student Senate have designated that

no other meetings should be scheduled at this hour unless there is no official College function planned. Additional concerts and lectures are scheduled for other announced times throughout the semester.

Campus Facilities

All facilities and equipment must be reserved through the Facilities Coordinator. Requests are subject to availability and are processed on a first-come-first served basis. If the desired facility is not available the Facilities Coordinator will work with you to select an alternate location. Requests should be made at least one week prior to the event. If any changes need to be made to a prior facilities request, contact the Facilities Coordinator for revisions. Events scheduled by the Thursday a week prior to the event will be included in the "Weekly Schedule of Events." Any request for use of a facility or equipment, which provides less than 48-hour response time from the Facilities Coordinator or Facilities Services, is subject to the scheduling and availability of personnel who handle those responses. The Facilities Coordinator's Office can be reached at 5015.

Career Center

Located at the Center for Extended Learning, 2910 Centenary Blvd., the Career Center offers a variety of opportunities for students and alumni. The Career Center contains a career library with books, magazines, pamphlets, tapes, and videos containing information on all aspects of career development from selecting a major to plotting a job search. Graduate studies information, including fellowship and scholarship opportunities, can be obtained at the Center. Career interest testing is available. SIGI PLUS, an interactive computer program, is available as an aid in examining values, interests, skills, selecting pathways, and searching for graduate schools. Part-time and full-time job information is also available at the Center.

Centenary College Store

The College Bookstore, located in the basement of the Student Union Building, has a variety of items ranging from textbooks and supplies to novelty items and educationally priced computer software. Any book in print may be special ordered with a $3.00 or more non-refundable fee for shipping. Personal checks up to $25.00 can be cashed with proper I.D. at no charge. Other services offered by the College Store are faxes being sent and received for $1.00 per page and sending packages by UPS. The College Store will accept VISA, American Express, MasterCard and Discover cards. Hours: 8:00 a.m. - 5:00 p.m., Monday-Friday, and extended hours during RUSH and special events as posted.

Chaplain Of The College

The Chaplain of the College serves as a minister to the Centenary community: Opportunities to visit with students, staff and faculty are welcomed. Several programs, such as weekly campus worship services, weekly Bible studies and individual spiritual direction are offered through this office. In addition, for those seeking a church to affiliate with in this area the chaplain will be glad to make suggestions. For more information or to speak with the Chaplain call 869-5156.

Commencement Material

The use of cords and tassels by academic departments, in addition to those issues to recognize academic honors, will be permitted. Cords and tassels utilized will be provided by the

department in recognition of those receiving departmental honors or belonging to the honor society of that department. In addition, each department will be responsible for issuing the tassels or cords prior to commencement.

Computer Lab Use

The purpose of the Centenary College computer labs is to support the official functions of the institution: teaching, learning, research, and administration of the college. Use of lab computers for games or other purposes that are inconsistent with this purpose is strongly discouraged. Those found to be using computer work stations for unofficial or entertainment purposes, such as playing computer games or engaging in unreasonably extended e-mail dialogues, must relinquish them promptly to students, faculty, or staff requesting them for educational or other official use. Refusal to do so may result in loss of computer privileges and/or other disciplinary action under administrative and judicial procedures of the college. Group work is permitted in computer labs under supervision of faculty members or staff engaged in instructional or other official capacities. Unsupervised group activities are permitted so long as they do not disturb the work of others. Requests for quiet made by lab users who are not participants in unsupervised activities taking place in the labs should be honored without delay. Failure to do so should be reported to the lab supervisor, the Director of Academic Computing, or other college official for action according to the stipulations cited above. Student lab supervisors are empowered to act with official authority in enforcing compliance with this college policy. Unauthorized loading of games into network computers is explicitly prohibited. (CCP 2-94, 5/3/94)

Counseling Services

Personal counseling is available from several sources on campus. Counseling Services located at 2910 Centenary, Residence Life offices, The Dean of Student Life, the Director of Career Development, the Chaplain, and members of the faculty are available to assist students with short-term needs. These sources are able to refer individuals to community resources and facilities when necessary. **NOTE: Should a student feel they require emergency counseling after working hours please contact a Resident Assistant or Hall Director. These staff members will facilitate either personal counseling or contact the appropriate services so that the student can receive the appropriate counseling services.**

Department of Public Safety

Centenary College has Public Safety officers on duty 24 hours daily. In emergency situations, Public Safety officers may be contacted by dialing 869-5000 (5000 on campus). You will be talking to them over a two-way radio system. (See Department of Public Safety, page 131.)

Financial Aid

Scholarships, grants, and all federal aid programs are administered by the Director of Financial Aid. Students are encouraged to visit the Office of Financial Aid if they have any concerns or problems with their awards. Veterans' benefits are administered by the V.A. Representative in the Office of Financial Aid. The Anna Ruth Nuttall Small Loan Fund is available for students in most cases. This fund was established by the family and friends of the late Dr. Anna Ruth, Assistant Professor of Bible and English at the college until her death in 1952. Students should apply to the Business Office. Ordinarily the amount

loaned will be a maximum of $25.00. Loans are payable within fifteen days. Special provisions permit College authorities to lend larger sums from the fund when an emergency arises.

Dining Services

All students who live in the college residence halls or Greek houses are required to purchase the full meal plan and comply with College policies governing access and use of the Dining Hall. The College provides meal service in Bynum Commons. Snacks and light meals are available in the Jukebox Cafe. The Dining Hall serves continually to board students Monday through Friday and during designated periods on the weekend (brunch and dinner). Commuting students, faculty and staff can also purchase a meal plan at a discounted price. Neither food nor dining services supplies may be removed from the dining hall. Students who require special dietary needs and are under the care of a physician should present their prescribed menus to the Nutritionist/Food Service Manager. If the prescribed meals cannot be provided, the students may request alternate arrangements through the Dean of Student Life. Working students are not ordinarily exempted from purchasing a meal ticket. Students who are student teaching and cannot eat their lunches on campus Monday through Friday may have their meal tickets prorated with written verification of their needs from the Department Chairperson. The verification must be presented to the Dean of Student Life before registration day. A "Declining Balance" Account is available for commuter students, staff, and faculty. Commuters interested in this account should contact the Student Life Office. During Exam Week, Food Service provides a variety of snack items for residential students.

ID Cards

ID cards, issued at the time of registration to all new students, are non-transferable and if found in the possession of a person other than the owner, the card will be confiscated. The first ID card is free; replacements are $10.00. When a student graduates or leaves for any other reason, the card must be turned in to the Business Office. Transcripts can be held if the card is not returned. All students are required to have a valid student ID card. ID cards are made during registration for all new students and for returning students that need a replacement ID. **Benefits of an ID card:** Students may go to all home athletic events free, by showing their ID. Students, faculty, staff & their spouses are eligible to participate in the intramural program as long as they pay their team entrance fees. Students receive one theater play ticket during the run of a show by showing their ID.

Library

The Magale Library of Centenary College offers a variety of modern facilities and services which make it the information and study center of the campus. The Library is open a total of 93 hours each semester week. The total collection, approximately 180,000 books and periodicals is used for class work, personal research, and general interest reading. The collection is arranged in open shelves according to the Dewey Decimal/Library of Congress Classification Systems. The library has a seating capacity of over 300 spread throughout the building. The Circulation Desk, the Reference Collection, print and CD-ROM indexes, and Computer Labs are located on the main floor. The Reserve Collection is located behind the Circulation Desk. The book and periodical collections are largely located on the second floor, as is the Pierce Cline Rare Book Room. An open food and drink policy has relocated cold drink and snack machines onto the main first floor area. Library renovation includes a traditionally southern motif with new carpeting, larger study areas,

and over 100 computer nodes. Comfortable chairs and sofas provide a welcoming environment for the interchange of ideas. A new integrated electronic library system offers the most current collection information accessible at all times from the Catalog. Compact disc indexes and a good number of electronic subscription databases allow for the easy location of journal citations with many having full-text access. All of the functions of the library have been automated, and the staff is ready to offer training. Interlibrary Loan services provide access to non-electronic materials through ARIEL document and other delivery. Study facilities include large tables, carrels, and study rooms. A growing collection of videos enhance both individual and class materials. Four advanced multimedia computer areas are located on the first floor of the library. Photocopiers are provided; please ask for assistance with any of the above machines. A gallery in the main foyer houses monthly rotating art exhibits. A portion of the fine art collection of the college is on display on the first and second floors. The library is dedicated to offering individualized or group guidance and services. The primary task of any member of the staff is to assist library users with their information needs. A reference librarian is on duty during open hours. The library is open seven days a week. Other library related facilities include a music library and lab adjacent to Hurley Music Building and archive resources on Centenary and Methodist history in the Sam Peters Research Building. The Peters Building also houses a modern authors collection, highlighted by the works of Jack London and William Corrington.

Lost and Found

Items left in the Library may be claimed at the Library Circulation Desk. If items are left elsewhere, contact the Student Life Office or Department of Public Safety. Lost articles should be taken to the Student Life Office in the Student Union or given to a Public Safety officer.

Mail

The Campus Post Office is located in the Moore Student Center. During fall and spring semesters the Post Office is open from 10:00 a.m. - 4:00 p.m., Monday thru Friday. All student mail is delivered to student mail boxes located on the main floor of the Student Center. Mail is delivered twice a day. Monday-Friday sorting is completed and delivery made to the boxes by 12:00 noon. Packages, bundles and combinations will not be given out without a Student I.D. Card. Box numbers and combinations are issued to all full-time undergraduates on registration day during the fall semester. Students keep the same mail boxes during their years of residence on campus. Students not assigned box numbers at registration should check with the Post Office personnel as early as possible for an assignment. It is the student's responsibility to give the Campus Post Office written notification of any change of address to ensure proper forwarding of mail. Notification should be given prior to departure from campus. Otherwise, mail will be returned to sender. The Post Office is closed 12:00 noon to 1:00 p.m. during summer and all school breaks. For more information call 5263.

Medical/Health Services

An infirmary is located in Rotary Hall on the first floor. Hours are posted on the door of the infirmary office, in the residence halls and in the SUB. The infirmary is a "first contact" or "sick call" program that will meet the majority of students' needs for medical care. If a referral for further medical treatment or for a specialist is made, these expenses

must be covered by the student or their parent(s). There is a nominal fee all full-time undergraduates pay at registration each semester for this program. If the need arises, Centenary College students may contact one of the clinics or emergency rooms in the area. If the student feels unable to do this, they should ask a member of the Resident Life Staff to make contact with a medical facility from the student's room so that questions may be asked and answered. Each student has the right to choose his/her own doctor and a full list of local physicians and surgeons may be found in the classified section of the telephone directory. Students may wish to ask their home physicians for specific referrals in Shreveport/Bossier City. **NOTE: Should a student require medical attention during off hours please contact a Resident Assistant or Hall Director for assistance.**

New Student Orientation

New student Orientation is coordinated by the Student Life Office and a select group of returning students (Orientation Leaders). All new undergraduates, first year students, and transfer students entering Centenary College for the first time are required to participate. New Student Orientation occurs just prior to the start of the school term in the fall and spring semesters. All new students pay a one-time fee for Orientation.

Parking Policies and Regulations

I. Motor Vehicle Policy

Operating a vehicle on the Centenary College campus is a PRIVILEGE granted by the College. It is not an inherent right of any faculty or staff member, student, or visitor. In the interest of safe and courteous vehicle operation and parking, the College has adopted and enforces the following regulations. It is the responsibility of the driver to know, understand, and follow these regulations, or they will be cited for any violations. ***Vehicle registration*** is required for any vehicle operated by a member of the College community. Centenary College assumes no responsibility, nor creates any liability, for the care and/or protection of any vehicle, or its contents, while it is on campus.

II. Definitions

Abandoned Vehicle: Any vehicle parked on campus without a decal displayed and not moved for a period of seventy-two (72) hours.

Commuter: Student not living on campus that commutes to school.

Handicapped Areas: Either an actual handicapped parking space or areas that are utilized for handicapped access (ramps).

Loading Zone: An area which has been reserved for the exclusive use of a vehicle during the actual loading or unloading of passengers or goods.

Non-Registered Vehicle: Any vehicle that is being used by a member of the College community and is not properly registered.

Owner: The person who holds the title (or lien) to the vehicle, or whose immediate family member holds the title (or lien) to a vehicle being operated or parked on the College campus.

Parking/Traffic Violations: Referred to as "Ticket."

Registrant: The person who completed and signed the Vehicle Registration Form.

Resident: Student living on campus.

DPS Officer: An employee of Centenary College charged with the responsibility for the protection of the College community and College property and the enforcement of the general rules and regulations of the College.

Traffic Control Devices: Signs, markings and devices installed by the College for the purpose of regulating, warning or guiding traffic or parking.

Vehicle: Any motor vehicle that is used for transportation.

Vehicle Registration: The system engaged by the College to register any vehicle used by a member of the College community. *(See Part IV, Vehicle Registration and Fees).*

Vehicle Registration Decal: Referred to as "Decal." An adhesive decal used to identify vehicles and to insure compliance with College parking regulations, policies and practices.

III. Moving Traffic Policies and Fines

1. Centenary College campus is a legal school zone. The speed limit is 15 M.P.H., 24 hours a day, seven days a week, regardless of whether or not school is in session.
2. Pedestrians have the right of way at all times.
3. Moving Traffic Fines (in addition to regular value of ticket, see section VII: B)
   1. **Offense Fees:**
      - *a. lst Offense* — *$50.00*
      - *b. 2nd Offense* — *$75.00*
      - *c. Each additional offense* — *$100.00*
   2. **Reckless operation of a vehicle**
   3. **Failure to yield to a pedestrian**
   4. **Driving the wrong way**
   5. **Driving around/through a barricade**
   6. **Failure to obey Public Safety Officer**
   7. **"Joy Riding" or "landscaping"**

   Plus repair cost with referral to the Judicial Referral Board.

NOTE: A vehicle does not have to be stopped and a ticket issued at the time of violation. A ticket may be placed on the vehicle later or mailed to the registrant.

IV. Vehicle Registration and Fees

A. All faculty, staff, employees and students (full/part-time and graduate) are required to register their vehicles and obtain decals. Individuals may register only those vehicles to which they, their spouses, parents, or guardians hold the title or lien.

B. Registration of a vehicle does not guarantee a parking space on campus.

C. Vehicles will be registered on a first come-first served basis in accordance with the registration cycle used by the College. Residential students classified as seniors have priority for decals for Lots 2 (men) ***3a (Rotary Residents)*** and 4 (women).

D. Vehicles will be registered and decals obtained at the Business Office (Hamilton Hall). Students may register their vehicles during registration day at the appropriate station or at the Business Office at other times.

E. A waiting list will be maintained by the Director of Public Safety for those students wishes to obtain a Lot 2, 3a, or 4 decal that is not seniors. As openings occur, after the close of registration, those on the list will be contacted with priority given to juniors, then sophomores and finally, freshmen.

F. Temporary parking permits are required when a person is temporarily using a vehicle other than the one he or she has currently registered. Only persons who have registered their vehicle on campus are allowed to accuser a temporary permit. These are available in the Business Office in Hamilton Hall at no cost. Temporary permits are good for a maximum of two (2) weeks.

G. Vehicle registration forms decals and tickets are official documents of the College. Falsification of or allowing falsification of official documents subjects one to disciplinary action.

H. Any vehicle with an unauthorized or altered decal may be towed at the owner/ registrant's expense.

I. Fees

1.	Academic year-Resident	$25.00
2.	Academic year - Commuter	$10.00
3.	One semester - Resident	$12.50
4.	One semester - Commuter	$ 5.00
5.	Summer semester only	$ 5.00
7.	Second Vehicle (see note 1)	$ 1.00
8.	Replacement decal	$ 1.00

NOTE: Third or additional vehicle will be charged at the cost of registering the initial vehicle.

V. Decal Display

A. The decal goes on the rear window of the vehicle, lower right hand corner, or on the right side of the rear bumper. Decals will be permanently affixed to the outside of the vehicle and visible when standing behind the vehicle.

B. Registration of a vehicle is NOT complete until the decal is affixed as stated above.

C. Penalties for improper decal display are the same as penalties for parking violations.

D. ONLY the current decal will be fully displayed. Previous decals are to be removed or covered over with the current decal.

E. Temporary permits will be taped to the inside of the rear window, in the lower right hand corner, or as designated by the campus Department of Public Safety.

VI. General Provisions

A. Pedestrians have the right of way at all times.

B. Inclement weather, absence of a parking space or the fact that others are parked illegally are not excuses for parking illegally.

C. The registrant of a vehicle is responsible for all tickets issued to his/her vehicle including those incurred by others. The driver of a non-registered vehicle is responsible for all tickets issued regardless of ownership.

D. Vehicles presenting a hazard to campus safety or bringing discredit to the College will be towed at the expense of the owner/registrant.

E. Any ticket issued by a Public Safety Officer may be appealed. All appeals must be made within five (5) days of the violation, weekends and holidays excluded, to the Director of Public Safety. The right to appeal is forfeited after this period. Appeals of decisions of the Director of Public Safety should be addressed to the Judicial Referral Board through the Dean of Student Life.

F. When a vehicle becomes inoperable and/or cannot be parked in a proper area, the operator must immediately notify a DPS Officer. Inoperable vehicles must be removed from campus within 72 hours after notification or they may be towed at the owner/registrant's expense. An inoperable vehicle presenting a hazard to traffic will be towed immediately.

G. Abandoned vehicles will be towed at the owner's expense three (3) days from the date of being identified.

H. Students who fail to pay their ticket fines may be prevented from graduating, future registration and /or release of grades or transcripts.

I. One ticket does not necessarily mean one violation. Violations identified on the ticket may be totalled and fines charged accordingly.

J. Each semester, tickets start anew. However, any non-registered vehicle owner/driver who is identified will be required to pay for ALL accrued violations .

K. All penalties apply to faculty, staff, employees and students of the College.

L. Students who have "guests" that incur tickets will be held accountable for their fines.

M. After 4 Violations have been acquired the student will be notified by Director of Public Safety. The Director of Public Safety will refer students incurring more violations to the Dean of Student Life for referral to the Judicial Board. Continued infractions by faculty, staff, and employees will be referred to the appropriate Director.

N. Students who fail to comply with Centenary College Vehicle Regulations will be in violation of the **Student Life Expectations** outline in the ***Student Handbook.***

VII. Parking Violations and Fines

A. Parking violations include, but are not limited to:

1. Parking on campus without a decal/ with expired decal.
2. Improper display of decal.
3. Parking in a Fire Zone (red curb or fire hydrant).
4. Parking in a Handicapped area-the designated parking space, or the area where a ramp is located.
5. Parking in a wrong lot.
6. Parking in a reserved area - spaces denoted for special parking (i.e. President, RD, visitor, barricaded, etc.).
7. Parking in a no parking zone - areas designated with yellow curbs, control signs, barricades, or the absence of lines designating a parking space.
8. Parking on the grass or sidewalk. The area in front of Hardin Residence Hall is designated as a sidewalk.
9. Improper parking (taking two spaces, double parked, parked facing traffic, backed in, etc.).
10. Timed Zone (extending parking in a timed zone).

B. Fines for Parking Violations

1.	1st Violation	$ 10.00
2.	2nd Violation	$ 15.00
3.	3rd Violation	$25.00
4.	Each additional Violation	$25.00
5.	Parking in a Fire Zone	$50.00
6.	Parking in a Handicapped Area	$50.00

C. When in violation of parking rules, the registrant or driver is solely responsible. and the above penalties apply even though a ticket may not be found on the vehicle.

VIII. Policy for Parking of Vehicles

A. The decal denotes the designated parking area available for the registrant to park in. (See Map for parking lot locations):

Lot No. 1: Behind Hardin, James Annex, tennis courts: Decals resident, lot 4, and Faculty/Staff (daytime only)

Lot No. 2: ***Between Cline and Haynes (Reserved): Decal 2 only).***

Lot No. 3: Between Museum, Jackson north, and west of the large white mark, Decals 1, 3, 3a, 4, GRAD, Faculty/Staff, (See Note)

Lot No 3a: Front of Rotary Resident Hall (Reserved): Decal 3a only.

Lot No. 4: Front of female residence halls (**Reserved**): Decal 4 only

Lot No. 5: Woodlawn Ave., Any valid decal (See Note)

Lot No. 6: Between Smith and Lot 5: Any valid decal. (See Note)

Lot No. 7: Mickle Drive: Faculty/Staff only (See Note 1)

Lot No. 8: Next to Cafeteria: Faculty/Staff (See Note 1)

Lot No 8-V. Visitor Parking, front of Cafeteria (**Reserved**)

Lot No. 8-PH: Playhouse parking area: Faculty/Staff (See Note)

Lot No. 9: Gold Dome: Any valid decal. (See Note)

Lot No. 10: Hurley parking area: Faculty/Staff (See Note)

Lot No. 11: North side of Centenary Square, Commuters/Faculty/Staff/Visitors

Lot No. 12: South side of building 2910, north of Turner Art. Center.

SUB: Small parking area by SUB: 10 Minute Parking.

Note: Visitors and vehicles registered for other lots may park in these lots , *other than the reserved lots, (2, 3a, 4),* from 4:30 p.m. (Lot 7, from ***7:00 p.m.***) until 7:30 a.m. daily and all day on weekends and holidays.

B. During holidays and break periods, the weekend parking schedule is in effect. Enforcement starts at midnight, day before classes resume.

C All non-registered vehicles are subject to being ticketed regardless of the parking status.

D. Parking is not permitted along the drive of the Main Entrance to campus.

Registrar's Office

The Registrar's Office is responsible for monitoring the academic policies of Centenary College. Students should contact this office, located in Hamilton Hall for services or questions concerning registration issues, including enrollment status and changes; academic

petitions; transcript requests, verifications of enrollment or letters of good standing; degree, catalog, and graduation requirements; transfer of credit; scheduling or advising problems; or any other concerns regarding **academic** issues.

Religious Activities

Opportunities for worship on a regular basis are offered to students, faculty and staff at the college each Wednesday evening. Services are organized by the Chaplain's office, and are lead predominantly by students. Other opportunities for students include a weekly Bible Study sponsored by the Chaplain's office, individual spiritual direction offered by the chaplain of the college, MSM, and BSU. Students are also encouraged to apply to the Centenary school of church careers for admission if they are felling a call to ministry. Students in this program are eligible for scholarships as they pursue their interest in ministry and their calling to a particular vocation. For more information call the Church Careers Office at 869-5156.

Residence Life and Housing Office

The Office of Residence Life and Housing is located in the Student Union Building. This office is responsible for providing educational and resume building workshops in the residential areas as well as oversee the housing placements and general residential business. The Residence Life staff consists of the Director for Residence Life and Housing, 4 Hall Directors, 1 Senior Resident Assistant and 18 Resident Assistants.

1. **Hall Directors:** The Residence Life Hall Director Staff is made up of professionals and they are charged with the general management and education of their individual hall as well as the supervision of the Resident Assistants and Hall Council of that hall. The Hall Directors are great resources for workshops, counseling, community concerns and other community building ideas.
2. **Senior Resident Assistant:** This student is charged with the general management and education for Rotary Hall. As well as supervision of the Resident assistant and Hall Council of Rotary. The Senior Resident Assistant is also a great resource for workshops, counseling, community concerns and other community building ideas.
3. **Resident Assistants:** The Resident Assistant is a student leader on Centenary's Campus. These talented students will offer educational and resume building workshops in each of the halls as well as provide community building and personal mentoring for their individual floors. As a peer advisor the Resident Assistant is also responsible for not only upholding Centenary policy but also helping students to hold each other accountable for their actions as well as the actions associated with their living community. The Resident Assistants are a students main resource to Centenary's Campus community and serve as a valuable liaison between the student population and the administration.

Service Learning

The Service-Learning program at Centenary provides a variety of service opportunities for Centenary students. Service projects range from animal care, the arts, coaching, camp counseling, teaching, and recycling, to child and adult tutoring and care. Each service project is designed to coincide with Centenary's semester schedule and includes a variety of days and times to fit any student's class schedule. May Module and alternative-break service opportunities are also available. All students must complete a minimum of 30 hours of service-learning in one semester as a requirement for graduation. Information is

available through faculty advisors, the Director of Service-Learning at the Center for Extended Learning, or the Registrar's Office.

Student Activities and Intramurals

The Student Activities and Intramurals Office provides student an opportunity to get involved in many extracurricular activities. The office provides information on campus activities and intramural sports. Students are also given a chance to make extra money by being an official/ referee for Intramurals. If you would like to get involved at in Student activities, or if you would like to make some extra money, stop by the Student Activities and Intramurals Office in Room 101 of the Student union Building.

Student Life Office

The Student Life Staff are available to provide service and support for students which enhance learning and continued personal growth. Students are encouraged to address problems, concerns, complaints, or recommendations to any member of the staff. The Dean of Student Life Office is conveniently located in the Student Union Building. Residence Life and Housing, Student Activities/Intramurals are also located in the Student Union Building while Counseling Services is located at 2910 Centenary and Health Services is located in one of the Residential facilities.

Student Union Building (SUB)

The Moore Student Union offers Ping-Pong, pool, electronic video games and large screen televisions. Many special activities are planned during the year by the Student Activities Board working in conjunction with the Student Activities Director. The main floor of the "SUB" houses the Dean of Student Life Office, Director of Student Activities and Intramural Sports, Office for Residence Life and Housing, the Post Office, the Student Government Office, and the Snack Bar. The media, which includes the *Conglomerate* (campus newspaper), the *Yoncopin* (yearbook), *KSCL 91.3 FM* (radio station), and *Pandora* (literary magazine), and a faculty lounge are on the second floor. The College Bookstore is in the basement of the SUB. To insure the security of the Student Union Building and the students of Centenary College, the Student Union Building will be locked from approximately 12:30 am until 6:00 am daily. This includes the lounge area on the south side of the building. Students may continue to use the lounge area for study 24 hours daily. To gain access to the lounge area during the hours between 12:30 am and 6:00 am they should call public safety (5000) to let them in. During prep and finals week the lounge area will remain unlocked. **The Public Safety officer on duty may not be able to respond immediately. Students, faculty and staff will be asked to show their college identification.** Those students having access to a media office on the second floor should also contact the Department of Public Safety to gain access to the second floor. Students will not be allowed access to the second floor unless they have been issued a key **and show their student identification.**

Study Areas

Students have diverse study habits. While some prefer to study in their rooms or lobbies, some find they need more isolated and quieter areas with less distraction. Commuter students find they can study better on campus and look for places on campus to study. In addition to one's room on campus, the following areas are identified as study locations.

- Library during regular hours
- Lounge area of SUB is open 24 hours daily when school is in session

- 24 hour coed Study Suites are available in James, Sexton, Hardin, and Cline
- Mickle Hall is available for study 24 hours daily when school is in session. [Contact Public Safety (5000) for access at night or on weekends.]

Willson Lectures

The Willson Lectureship has been established on the Centenary campus by Mr. and Mrs. J. M. Willson of Floydada, Texas. This annual lectureship brings to the campus distinguished speakers in the fields of religion and higher education.

Student Resources

Insuring Your Campus Safety

The following information is provided as the Annual Security Report as mandated by Title II of Public Law 101-542 for distribution to faculty, staff, and students of Centenary College of Louisiana.

Centenary College maintains a staff of Security personnel providing services to the college community 24 hours a day, seven days a week, year round.

Students, faculty, and staff are encouraged to report immediately any unusual incidents, suspicions, thefts, crimes, or emergencies to Security personnel by simply dialing 5000 if on-campus or 869-5000 if off-campus. Security personnel remain in constant telephone access by carrying a portable radio with telephone capability while on-duty.

The Security office is located in Haynes Gym which is in close proximity to a high traffic area between two large parking facilities.

Each residence complex is staffed by a full-time professional staff member and each facility is staffed by Resident Assistants. Hall governance is established by elected residence hall council members. Additionally, an access monitor is on-duty from 11:00 p.m. until 7:00 a.m. seven days a week during the academic year in James Hall and Sexton Hall. Any unusual incidents, suspicions, thefts, crimes, or emergencies in the area of a residence hall (lobby, hallways, rooms) or adjacent parking lots should be reported to hall staff immediately.

The College maintains a hands-free emergency campus telephone system with stations located at nine (9) locations around the campus. The primary point of access to each residence hall has such equipment. Additionally, equipment is available near Lot 1, located behind Hardin, the south entrance to the Hurley School of Music, on the S.U.B. patio, and Lot 6, located at the south entrance of the Smith Building. Emergencies occurring in the City of Shreveport can be reported directly to the appropriate agency providing related services by dialing 9-911 if on-campus or 911 if off-campus.

Any unusual incident, suspicion, theft, crime, sexual assault (forcible or non-forcible), or emergency occurring on-campus should be reported to Security personnel immediately.

After response by Security personnel, an investigation will follow. Residence hall staff will assist in instances where a resident student or faculty is involved. The Shreveport Police Department will be contacted when circumstances warrant their involvement. The Chief of Security, the Dean of Student Life, the Provost, and the Director of the Physical Plant will be contacted depending upon circumstances.

The College shall make timely reports to the campus community on crimes considered to be a threat to other students and employees.

Security personnel are instructed and expected to maintain a routine while on-duty which maximizes visibility.

Telephone access to Security personnel by simply dialing 5000 if on-campus or 869-5000 if off-campus is widely publicized and known to all in the campus community.

Staff in the Student Life Office, in the residence halls, and Security personnel are available to assist members of the campus community with any incident or emergency.

Numerous attempts are made to properly apprise members of the campus community of policies for reporting incidents or emergencies. Policies are emphasized in publications, on bulletin boards, during Orientation programs, and at residence hall meetings.

Three levels of judicial boards, each including student participation, function to adjudicate cases involving the violation of campus policies.

The College uses an Incident Report which is completed at the conclusion of an incident occurring on-campus. The form collects specific details related to the incident. Missing or stolen property on-campus is reported utilizing a Missing Item Report. Report forms are available in the Student Life Office and from the residence hall staff.

Facility access is determined in accord with a daily, weekly, and monthly facility-use schedule provided to Security personnel by the campus Facilities Coordinator. Requests for campus facility use are addressed to the Facilities Coordinator in the Business Office (Room 103, Hamilton Hall).

Security personnel are responsible for facility access with support for maintenance by the Physical Plant staff.

Access to residence halls for residents is determined on a building-by-building basis subject to approval by the respective residence hall councils. Opposite-sex visitation policies for residence halls allow visitation from 11:00 am until 3:00 am daily. Visitors must remain in the presence of the host at all times while visiting. An access monitor is on-duty from 11:00 pm until 7:00 am daily during the academic year in James Hall and Sexton Hall. Additionally, an access monitor is assigned to Haynes Gymnasium during posted availability hours.

Issuance of building keys (except for residence halls) is limited to full-time faculty and staff of Centenary College.

As a matter of routine, Security personnel monitor campus buildings, which includes windows, screens and doors. Discrepancies are recorded on a shift report completed by each Security Officer and a Security Summary is submitted to the Dean of Student Life, Physical Plant and the College Administrative Council weekly for review.

The Shreveport Police Department completes a Business Crime Survey biannually. This survey conducted by staff designated by the Department includes buildings, grounds, streets, walkways, parking lots, etc. The Department provides recommendations in its follow-up report.

The jurisdiction of Security personnel is limited to the campus of Centenary College excluding the Greek houses. Security personnel maintain authority to apprehend and detain until the Shreveport Police Department provides assistance. Security personnel do not have arrest authority.

Local law enforcement agencies commonly patrol the campus. The Shreveport Police Department assigns patrol units to work areas by shifts within their jurisdiction, therefore, maximizing familiarity of officers with campus needs. When appropriate, Shreveport Police Department personnel notify campus security personnel of complaints filed against students when involved in off-campus activities.

The Shreveport Police Department avails itself to campus needs readily. Periodically, incidents occur necessitating support from the Department. 911 emergency access assures a hastened response to campus needs.

Policies regarding alcohol and drug possession and use on the College campus or at College-sponsored events are as stated below:

The use, possession, or distribution of alcoholic beverages in or on any College property is strictly prohibited under any circumstance.

The use, possession, or distribution of narcotics, stimulants, depressants, mind-expanding or other dangerous drugs except as expressly permitted by state and/or federal laws is strictly prohibited under any circumstances.

Further clarification of these policies and expectations are contained within the student handbook.

Programming in the area of drug and alcohol education is encouraged. Each fall, the Interfraternity Council and the Panhellenic Council co-sponsor a drug and alcohol education program for all new students with required attendance for those students participating in rush. Other campus organizations and departments are encouraged to sponsor programs associated with the responsible use of alcohol.

Centenary College is in full compliance with Public Law 101-226, The Drug-Free Schools and Communities Act Amendments of 1989. The College has developed material which is distributed annually to all students, faculty, and staff. Alcohol and drug policies, laws regarding alcohol and drugs, and treatment and rehabilitation facilities available locally are included.

In complying with paragraph 7 of Section 485(f), Centenary College does encourage programming focused on human sexuality, self defense, sexual assaults (forcible or non-forcible): acquaintance rape, rape, and questionable physical contact. Each fall, programs are offered for both men and women which include a review of reporting procedures and policies.

As with any assault, victims are encouraged to report the incident to campus security and/or local authorities. At the least, a victim should confide in a College staff member (i.e. resident assistant, resident director, faculty, or administrator) who should encourage the reporting of the assault. Individuals accused of sexual assault (forcible or non-forcible) are accorded the same rights outlined in the "Student Handbook" with the exception that both the accused and accuser shall have access to the outcome of the on-campus judicial proceeding. An individual found guilty of sexual assault is subject to dismissal from the College. If desired, the victim of an assault incident will receive assistance from the College in reassigning class sections and/or living accommodations after a reported occurrence provided such assistance is within reason and available.

Immediate counseling services are available through the Student Life Office and/or the local authorities. Follow-up services are an important avenue for recovery. Counseling referrals are listed in the "Student Handbook" immediately following the resource listing for substance counseling/treatment.

In 1989 the Safety and Security Awareness Committee, which is composed of members representing various segments of the campus community, was established. Beginning in the fall of 1992, the College included this committee as a standing College Committee. The purpose of the committee is to promote awareness of safety and security issues by programming activities and literature distribution.

Numerous pieces of literature are disseminated campus wide by the Student Life Office. Residence halls, Greek organizations, and the Student Activities Board sponsor programs regarding various aspects of security and crime prevention.

Centenary College Department of Public Safety

"The Centenary College Department of Public Safety (DPS) constantly works toward the goal of a safe and secure campus, and to that end it is our policy to encourage accurate and

prompt crime reporting. Students are encouraged to report all criminal activity that they have witnessed or in which they have been involved. All students, faculty and staff should report and/all crimes to any DPS officer or to the Director of Public Safety. They should also report a crime to any person who has significant responsibility that involves students or campus activities. These persons shall immediately notify the Department of Public Safety. If a student is a victim of a crime that occurs off campus, the Department of Public Safety will also assist that student in reporting the crime to the proper law enforcement agency. Centenary College is in the process of moving toward full compliance with both the Crime Awareness and Campus Security Act of 1990 and the Drug Free Schools and Communities Act."

Specific data for the required reporting period is included below.

Centenary College of Louisiana
Annual Report of Crime Statistics
1991 - 1996

Classification	1991	1992	1993	1994	1995	1996
Murder	0	0	0	0	0	0
Sexual Assault, forcible	0	0	0	0	0	0
Sexual Assault, Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	1	1	0	0
Burglary	0	0	2	3	4	8
Forcible Entry	4	3	0	0	0	0
Unlawful Entry	7	39	0	0	0	0
Larceny Theft	0	0	30	29	30	16
Motor Vehicle Theft	0	5	6	5	3	1
Liquor Law Arrests	0	0	0	0	0	0
Drug Abuse Arrests	0	0	1	0	1	0
Weapons Possession Arrests	0	0	0	0	1	0

#There was no indication of violations related to "Hate Crimes"

Shaping the Drug Free Campus

A primary concern relative to the health and welfare of all members of the Centenary College community is the prevention of the illicit use of drugs and the abuse of alcohol. A comprehensive overview related to alcohol and other drug use for students, faculty, and staff is provided. Standards of conduct and sanctions, legal implications, health risks, and on- and off-campus resources which are available for counseling, treatment or rehabilitation have been included.

*Employee Policy Ensuring a Drug-Free Workplace**

It is the policy of Centenary College of Louisiana to provide its employees with a drug-free work environment. To maintain this policy:

(1) no employee is permitted to manufacture, distribute, dispense, possess, or use an unlawful controlled substance on the property of Centenary College;

(2) any employee found in violation of Item 1 of this policy will be suspended without pay pending completion of a recognized drug rehabilitation program or terminated from employment at Centenary College if convicted under a criminal drug statue;

(3) any employee found in violation of Item 1 of this policy as a second occurrence will be terminated from employment at Centenary College; and

(4) each employee shall be made aware of this policy.

*Student Policies and Sanctions Related to Alcoholic Beverages and Drugs***

The use, possession, or distribution of alcoholic beverages in or on any Centenary College property is strictly prohibited.

The use, possession, or distribution of narcotics, stimulants, depressants, mind expanding or other dangerous drugs except as expressly permitted by state and/or federal laws is strictly prohibited.

A student accused of violating the alcoholic beverages or drugs policies will be subject to disciplinary proceedings with the guarantee of procedural fairness. Circumstances of the policy violation will affect the variance in formality with the gravity of the offense and sanctions which may be applied. Disciplinary proceedings may produce results ranging from dismissal of charges to the assessment of sanctions to include warning, probation, suspension or expulsion.

*Pursuant to Public Law 100-690, 5151-5160 (Drug-Free Workplace Act of 1988).

**Pursuant to Public Law 101-226 (The Drug-Free Schools and Communities Act Amendments of 1989).

Health Risks Associated With the Use of Illicit Drugs and Abuse of Alcohol

NARCOTICS:	STREET NAME:	HEALTH RISKS:
Heroin	dope, junk, horse, H	Death from overdose
Morphine	white stuff, monkey, Miss Emma	Mental deterioration, Destruction of brain and liver
Codeine	school boy	Hepatitis, embolisms
Opium		Slows breathing
Hydromorphone	little D, lords	Increases risk of infection such as AIDS and hepatitis
Meperidine	dolantol	
Methadone	meth, dollies, dolls, amidone	
DEPRESSANTS:		
Chloral Hydrate		Death from overdose
Barbituates	barbs, yellow jackets, reds	Causes addictions, convulsion and death as a result of withdrawal.
Benzoidiazaphines	candy, downers, sleeping pills	
Methaqualone	Isoapers, quads, ludes	
Glutethimide		
STIMULANTS:		
Cocaine	crack, coke, ice, snow, toot	Death from overdose, hallucination
Amphetamines	speed, uppers, tennies	Causes heart palpitation which can become chronic and cause death by heart attack
Phenmetrazine	uppers, peaches, hearts	Lung damage, respiratory problems, irreversible brain damage, possible birth defects, depression, suicide
Methylphenidate		
HALLUCINOGENS:		
LSD	electricity, acid, white lightning	Epileptic seizure, Suicidal tendencies
Mescaline & Peyote	peyote buttons, cactus	Unpredictable behavior, Brain damage chromosomal breakdown
Amphetamine variants	designer drugs, ecstasy	Long term use can cause "flashbacks" periodic distortion of vision or time perception,
Phencyclidine	PCP, angel dust, hog, rocket	Emotional imbalance and dreamlike states while awake.
Phencyclidine	fuel, superweed	
CANNABIS:		
Marijuana	joint, weed, grass, pot, THC, hash, hash oil	Inducement to take stronger narcotics, delays puberty, causes behavior and reproductive problems, weakens the immune system, causes lung damage, birth defects, impairs short-term memory and learning ability.
Tetrahydrocannabinol		
Hashish		
Hashish oil		
ALCOHOL:		
Alcohol		Causes birth defects, impairs kidney function. Causes damage to pancreas and liver, hypertension; impairs the immune system, alters hormone balance; Disrupts menstrual cycle; Interferes with sex performance in males.
TOBACCO:		
Nicotine		Increased heart rate, blood pressure, emphysema, lung cancer, heart disease, death
ANABOLIC STEROIDS:		
		Hair loss, deep depression, severe acne, decreased sperm production, abnormal liver function, heart disease, acute schizophrenia

Off Campus Resources

Legislation: The Laws on Drugs

Act 536: Pertains to suspension, revocation and denial of driving privileges of young people. Youth between the ages of 13 and 18, when convicted of any crime or offense, violation or infraction involving the possession, use or abuse of alcohol or controlled substances can forfeit their driver's license for one year.

Act 777: Declares it to be unlawful for any person to possess, buy, sell or otherwise transfer any compound, liquid, or chemical which contains butyl nitrite, isobutyl nitrite, or secondary butyl nitrite. The substance known as "rush" is in this category.

Act 362: Furnishing, selling, or possession of drugs (including steroids) without prescription is illegal. Upon conviction of violation of this law, the convicted person can be fined $500 or imprisoned for six months, or both.

Act 372: Prohibits the solicitation of minors to unlawfully distribute any controlled dangerous substance. It provides for increased criminal penalties for such solicitation.

Act 375: Property (anything of value, i.e., currency, securities, cars, houses, etc.) may be seized for forfeiture by any law enforcement agency designated by the district attorney if illegal drug activity is determined.

Act 370: It is unlawful for any person knowingly or intentionally to conduct a financial transaction involving proceeds known to be derived from a violation of law.

Act 632: When the court places a person on probation it may require the following: drug testing (paid for by the person on probation), supervision fee for probation, driving privileges, and community service work.

Act 369: Any person found guilty of manufacturing an amphetamine, methamphetamine, or cocaine base shall be sentenced to imprisonment at hard labor for no less than twenty years nor more than fifty years without benefit of parole, probation, or suspension of sentence, and in addition, may be sentenced to pay a fine of not more than five hundred thousand dollars.

Act 376: Persons over the age of 19 who are convicted of a felony offense involving a possession violation of any provision of the Uniform Controlled Dangerous Substances Law, or a violation of the Louisiana Drug Racketeering Act, will be denied driving privileges.

BOSSIER CITY CODE

Sec. 3-6. Purchase by or for minors

(a) It shall be unlawful for any person over the age of seventeen (17) and under the age of eighteen (18) to purchase any alcoholic beverage, either high or low alcoholic content.

(b) It shall be unlawful for any person under age seventeen (17) to purchase any alcoholic beverage, either high or low alcoholic content. Whoever is charged with violation of this subsection, shall be remanded to the juvenile court for hearing and disposition of the case.

(c) It shall be unlawful for any adult to purchase, on behalf of any person under the age of eighteen (18), any alcoholic beverage, either high or low alcoholic content.

(d) Nothing in this section shall be construed as relieving any retail dealer in alcoholic beverages, either high or low alcoholic content, of any of the responsibilities imposed on him under the provisions of this chapter or under the provisions of this chapter or under the provisions of Title 260 of the Louisiana Revised Statutes, as amended. (Code 1964, S 5-9 Ord. No. 151980, S 5-9, 2-5-80)

Sec. 3-8. Drinking in public places

(a) It shall be unlawful for any person to consume alcoholic beverages of high or low alcoholic content on any public street, sidewalk, park, building, including any public school building, school grounds, football stadium, gymnasium, or any place of amusement holding a retail occupation license from the city including skating rinks, bowling alleys, theaters, pool halls, dance halls, and amusement centers.

Sec. 3-13. Possession or consumption in motor vehicles is prohibited.

(a) Definitions: For the purposes of this section the following terms shall have the respective meaning ascribed to them:

(1) Alcoholic beverages: Beverages of high or low alcoholic content as defined in section 3-1 of the Bossier City Code of Ordinances.

(2) Private motor vehicles: Any motorized vehicle which is not operating as a licensed passenger or contract carrier, including motorized two and three-wheel vehicles.

(3) Public streets, parks and highways: Any public street, park or highway or public parking lots including privately owned parking lots within the city wherein parking is allowed without charge, public school parking lots, city parks and public playgrounds.

(4) Open container: Any container or receptacle wherein the seal or stamp has been broken or any container, bottle or can that has been open subsequent to the filling of such container by the manufacturer, brewery or distillery of such alcoholic beverages. Alcoholic beverages contained in drinking glasses, cups, including plastic glasses and styrofoam cups regardless of whether such container has a top affixed thereto shall be deemed an open container.

(b) Possession, consumption in motor vehicles declared unlawful: It shall be unlawful for any person to drink, consume or possess alcoholic beverages in an open container in any motor vehicle when such vehicle is upon the public streets, parks, or highways as defined above within the city limits of Bossier City. This provision shall not apply to paid fare passengers on common or contract carriers.

(c) Owner or driver permitting or keeping alcoholic beverages in open containers in motor vehicles declared unlawful. It shall be unlawful for the owner of any private motor vehicle or the driver, if the owner is not then present in the motor vehicle, to knowingly keep or allow to be kept in a private motor vehicle when such is upon the public highways, parks, and streets of the City of Bossier City as defined above any alcoholic beverage in an open container. This provision shall not apply to alcoholic beverages possessed in the trunk of the motor vehicle, and shall not apply to alcoholic beverages possessed in vehicles that are not equipped with a trunk such as station wagons, campers, recreation vehicles, and Blazers provided that the alcoholic beverage is in some other area of the vehicle not normally occupied by the driver or passengers. A utility compartment or glove compartment shall be deemed to be within the area occupied by the driver and the passenger.

(d) Penalty for Violation. Whoever violates the provisions of this section shall be punished by a fine not exceeding two hundred dollars ($200.00) or imprisonment for a term not exceeding thirty (30) days or by both such fine and imprisonment, within the discretion of the court, as provided in section 1-8 of the Bossier City Code of Ordinances.

(e) Validity. If any provision or item of this act or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications or this act which can be given effect without the invalid provisions, items or applications and to this end the provisions of this act are hereby declared severable. (Ord. No. 4-1983, 1-18-83)

SHREVEPORT CODE

Sec. 3-9. Purchase or possession by persons seventeen (17) years of age.

(a) Purchase unlawful.

(1) It is unlawful for any person seventeen (17) years of age to purchase any alcoholic beverage either high or low alcohol content.

(2) Whoever is found guilty of violating the provisions of this subsection shall be guilty of a misdemeanor and shall be fined not more than three hundred dollars ($300.00) or be imprisoned for not more than ten (10) days.

(b) Possession unlawful: violation; penalty.

(1) It is unlawful for any person seventeen (17) years of age to possess any alcoholic beverage either of high or low alcoholic content.

(2) Whoever is found guilty of violating the provisions of this subsection shall be fined not more than fifty dollars ($50.00).

(3) Any person apprehended while violating the provisions of this subsection shall be issued a citation by apprehending law enforcement officer which shall be paid in the same manner as provided for the offenders of local traffic violations.

(c) Definition. "Possess," as used herein, shall not include the handling, transport, sale or service in dispensing any alcoholic beverage by a person seventeen (17) years of age pursuant to lawful employment by a duly licensed manufacturer, wholesaler or retailer of beverage alcohol. (Ord. No. 171, 1965, S 1(3-22); Ord. No. 226, 1979; Ord. No. 22-1987).

Sec 3-9.1. Purchase or possession by persons under age seventeen.

(a) Unlawful. It is unlawful for any person under the age of seventeen (17) to purchase or possess any alcoholic beverage either of high or low alcoholic content. Whoever is charged with violation of this section shall be remanded to the juvenile court for hearing and disposition of the case.

(b) Definition. "Possess," as used herein, shall not include the handling, transport, sale or service in dispensing any alcoholic beverage by a person under seventeen (17) pursuant to lawful employment by a duly licensed manufacturer, wholesaler or retailer of beverage alcohol if the sale or handling of alcoholic beverage does not constitute the main business where he is lawfully employed. (Ord. No. 22, 1987).

Sec. 3-9.2 Purchase, consumption, and public possession of alcoholic beverages by persons over eighteen (18) years and under twenty-one (21).

(a) Unlawful definition. It is unlawful for any person eighteen (18) years of age or older and under twenty-one (21) years of age to purchase or have public possession of any alcoholic beverage.

(1) The term "purchase" shall mean to acquire by the payment of money or other consideration.

(2) The term "public possession" shall mean the possession of any alcoholic beverage for any reason, including consumption on any street or highway, or in any public place or any place open to the public, including a club which is de facto open to the public.

(3) The term "public possession" shall not include the possession or consumption of any alcoholic beverage for an established religious purpose; when a person eighteen (18) years of age or older and under twenty-one (21) years of age is accompanied be said person's parent, spouse or legal guardian twenty-one (21) years of age or older; for medical purposes when prescribed or administered by a licensed physician, pharmacist, dentist, nurse, hospital or medical institution; in private residences, private clubs or private establishments; or to the sale, handling, transport, or service in dispensing of any alcoholic beverage pursuant to lawful employment of a person under twenty-one (21) years of age by a duly licensed manufacturer, wholesaler, or retailer of beverage alcohol.

(b) Violation: penalty.

(1) Whoever violates the provisions of this section shall be fined not more than fifty dollars ($50.00).

(2) Any person apprehended while violating the provisions of this section shall be issued a citation by the apprehending law enforcement officer which shall be paid in the same manner as provided for the offenders of local traffic violations. (Ord. No. 22, 1987).

Sec. 3-9.3. Purchase on behalf of persons under twenty-one (21), violation; penalty.

It shall be unlawful for any person twenty-one (21) years of age or older to purchase, on behalf of any person under the age of twenty-one (21), any alcoholic beverage, either of high or low alcoholic content. Whoever is found guilty of violating the provisions of this subsection shall be guilty of a misdemeanor and shall be fined not more than one hundred dollars ($100.00) or imprisoned for not more than thirty (30) days. The provisions of this section shall not apply to the purchase on behalf of any person eighteen (18) years of age or older and under twenty-one (21) years for the purpose of possession or consumption permitted under section 3-9.2 (aX3). 3-9.2A (3). (Ord. No. 22, 1987)

Sec. 3-10. Drinking in public.

It shall be unlawful to consume (alcoholic) beverages of high or low alcoholic content within the city limits on any public street, or sidewalk, or on any property zoned L-0 or B-2 as to permit only package liquor sales. (Ord. No. 171, 1 965, S 1(3-19); Ord. No. 154,1971, S 1; Ord. No. 226, 1979)

Sec. 3-19. Prohibition of consumption or possession of alcoholic beverages in open containers in motor vehicles.

(a) Definitions. For the purpose of this section, the following terms shall have the respective meanings ascribed to them herein:

(1) Alcoholic Beverages shall mean beverages of high or low alcoholic content as defined in Section 3-1 of this chapter.

(2) Motor vehicles shall mean any motorized vehicle, including motorized two- and three-wheel vehicles. Said term shall not include motorized golf carts used on public golf courses.

(3) Public streets, parks and highways shall mean any public street, highway, alley or other public right-of-way or publicly owned park, playground, or parking lot, including public school parking lots.

(4) Open container shall mean any container or receptacle wherein the seal or stamp has been broken or any container, bottle or can that has been opened subsequent to the filling of such container by the manufactory, brewery or distillery of such alcoholic beverages. A drinking glass or a cup, regardless of whether such container has a top affixed, shall be deemed an open container.

(5) Possession shall mean to hold or have control of the container by actual physical contact of the container or any package, wrapping or holder thereof or straw contained therein, with a part of the body or clothing of the driver.

(b) Possession while on public ways prohibited. It shall be unlawful for the driver of any motor vehicle to drink, consume or possess alcoholic beverages in an open container in said motor vehicle while said vehicle is upon the public streets, parks and highways of the City of Shreveport.

(c) Penalty for violations. Whoever violates the provisions of this section shall be, on first conviction, punished by a fine not to exceed one hundred dollars ($100.00) or imprisonment for not more than thirty (30) days, or both. Convictions for subsequent violations shall be punished by a fine not to exceed five hundred dollars ($500.00) or imprisonment for not more than sixty (60) days, or both. (Ord. No. 20, 1984)

Programs Available for Drug and Alcohol Counseling, Treatment or Rehabilitation

The following sources have been identified in the Shreveport-Bossier Metropolitan area and nationally as contacts for help in breaking the drug or alcohol habit.

Adolescent Center — Must be referred by primary treatment physician/judicial system. This is the second treatment of a two-step program. Mandatory attendance at NA and MA meetings. Sliding Scale fee. 448 Jordan Street. 226-9371. FAX 424-7533.

Alcohol & Drug Awareness Coalition — Free Pre-assessment; offers outpatient (22 weeks) and inpatient (6 months) programs. Individual and group counseling, recreational therapy, room and board. 820 Jordan, Suite 420. 222-3272.

Alcoholics Anonymous — Peer support groups open to anyone who wants to quit drinking. 157 meetings per week throughout the Shreveport-Bossier area at churches, schools, etc. Free. 608 Edwards. 227-8170.

Al-Anon — Peer support program for persons who have friends or relatives suffering from the disease of alcohol. Nightly and daily group meetings. Free. 925-3869.

Alcoholism & Drug Abuse Hotline — Crisis Counseling via telephone- open 24 hours. 1-800-252-6465.

American College Health Association — P.O. Box 28937, Baltimore, MD 21240. 410-859-1500.

Caddo-Bossier Narcotics Task Forces — For reporting drug activities. 221-DRUG (221-3784).

Centenary College Counseling Services — Available to currently enrolled students. No charge for services on campus. Staff is available as needed by contacting the Dean of Student Life or Director of Health Services.

CODAC Family Counseling and Children Services — Pre-Assessment services; outpatient program (3 months of individual and group counseling, drug screening). Sliding scale fee. 864 Olive Street. 227-8818.

Charter Forest Hospital — Adolescent and adult chemical dependency treatment. Specialized cocaine program. Offers outpatient (6 week program) and inpatient (28 day program) to include room and board, recreational therapy, occupational therapy, adventure counseling and individual group counseling. (does not include doctor and lab work). Insurance accepted. 688-3930.

Choices — Pre-assessments at no charge. Outpatient program (6-8 weeks); after care is once per week thereafter. Includes alcohol, chemical dependency, cocaine, and relapse treatment. Sliding scale fee. 2210 Line Avenue. 227-2111.

Cocaine Hotline — Crisis counseling 24 hours. 1-800-COCAINE (1-800-262-2463).

Counseling Professionals — Provides mental health, substance abuse, marital and adolescent counseling on outpatient basis (3 month program). Drug screening. Sliding scale fee (minimum $10). 3331 Youree Dr. 222-6488.

CPC Brentwood — Pre-assessment is free. Inpatient program of 28 days includes individual and group counseling, room and board, recreational therapy, occupational therapy and semi-private room. Insurance accepted. 1800 Irving Place. 424-6761.

CSAP's National Clearinghouse for Alcohol and Drug Information — P.O. Box 2345, Rockville, MD 20847. 301-468-2600 or 1-800-729-6686.

Doctors Hospital Crisis Line — Telephone hotline for drug and substance abuse. Open 24 hours. Assessment evaluations are free. Six month outpatient program of individual and group counseling, detoxification treatment, room and board, recreational therapy and occupational therapy programs. Insurance accepted. 1130 Louisiana. 222-6685.

First Step Services, Inc. — A chemical and co-dependency treatment facility. Outpatients are court referred and privately referred. Individual and group counseling and chemical dependency education. After care program (6 months) consists of counseling once per week. Sliding scale fee. 2000 Creswell. 222-4222.

Metropolitan Clinic of Counseling of Louisiana — Provides mental health counseling, chemical dependency, family and individual counseling. Treatment is individualized. $50 per hour (counselor); $120 per hour (psychiatrist); $25 per hour (groups); $50 per med check; $36 per drug screen. 1666 E. Bert Kouns Industrial Loop. 797-7791.

Narcotics Anonymous — Reports crimes associated with drugs. 677-4344.

National Black Alcoholism Council, Inc. — 1629 K Street, N.W., Suite 802, Washington D.C., 20006. 202-296-2696.

National Council on Alcoholism and Drug Dependence — 12 West 21st Street, New York, NY, 10010. 212-206-6770.

National Institute on Drug Abuse Hotline — Crisis counseling via telephone 8 a.m. - 2 a.m. Monday thru Friday and 11 a.m. - 2 a.m. on weekends. 1-800-662-4357.

Network of College and Universities Committed to the Elimination of Drug and Alcohol Abuse — Office of Educational Research and Improvement, U.S. Department of Education, 555 New Jersey Avenue N.W.., Washington D.C., 20208-5644. 202-219-2265.

Northwest Regional Alcohol and Drug Abuse Clinic — Provides only outpatient care with individualized treatment plan to include individual and group counseling. After care includes individualized treatment plan and open groups. Sliding scale fee (minimum is free, maximum vary). Drug screening also on a sliding scale fee. 6244 Greenwood Road. 632-2040.

Pines Treatment Center — Pre-assessment at no charge. Inpatient only. 4-6 week treatment plan to include room and board, individual and group counseling and recreational therapy. Sliding scale fee of zero payment to a maximum of $72.50 per day. 6240 Greenwood Road. 632-2010.

Programs Available for Victims of Sexual Abuse/Rape

CPC Brentwood Hospital — 1800 Irving Place. 424-6761.

Creative Life Center — 2126 Fairfield Ave. 221-1797. Dianne Goslee, MA, LPC.

Fairfield Hospital for Psychiatric and Addictive Medicine — 3000 Fairfield Ave. 222-2700.

Family Therapy Center, Inc. — 6425 Youree Drive, Suite 285. 798-2888. Dixie Richards, MA, and David McMillian, MA.

Growing Seasons — 3421 Stonebrook. 865-8820. Charlotte Treadway, MCE.

National Coalition Against Sexual Assault — 2428 Ontario Road N.W., Washington, D.C. 20009. 202-483-7165.

National Victim Center — 309 West Seventh Street, Suite 705, Fort Worth, TX 76102. 817-877-3355.

National Victims Resource Center — P.O. Box 6000, Rockville, MD 20850. 1-800-627-6872.

Sexual Assault Center (YWCA) — 222-0556. Joyce Segelhopt.

Shreveport Family Counseling Center — 820 Jordan. 221-4455. Wilson Brent, MA, M. Div.

Turning Point Counseling Center — 2800 Youree, Suite 1-226. 868-9174. Deborah Baer, RN, MA.

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Weekly Planner

August 17-23, 1998

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Weekly Planner

August 24-30, 1998

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Weekly Planner

Aug. 31 - September 06, 1998

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Weekly Planner

September 07-13, 1998

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Weekly Planner

September 14-20, 1998

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Weekly Planner

September 21-27, 1998

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Weekly Planner

Sept. 28 - October 04, 1998

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Weekly Planner

October 05-11, 1998

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Weekly Planner

October 12-18, 1998

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Weekly Planner

October 19-25, 1998

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Weekly Planner

October 26 - November 01, 1998

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November 02-08, 1998

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November 09-15, 1998

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Weekly Planner

November 16-22, 1998

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Weekly Planner

November 23-29, 1998

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Weekly Planner

Nov. 30 - December 06, 1998

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Weekly Planner

December 07-13, 1998

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Weekly Planner

December 14-20, 1998

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Weekly Planner

December 21-27, 1998

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Weekly Planner

December 28, 1998 - January 03, 1999

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Weekly Planner

January 04-10, 1999

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Weekly Planner

January 11-17, 1999

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Weekly Planner

January 18-24, 1999

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Weekly Planner

January 25-31, 1999

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Weekly Planner

February 01-07, 1999

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Weekly Planner

February 08-14, 1999

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Weekly Planner

February 15-21, 1999

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Weekly Planner

February 22-28, 1999

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Weekly Planner

March 01-07, 1999

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Weekly Planner

March 08-14, 1999

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Weekly Planner

March 15-21, 1999

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Weekly Planner

March 22-28, 1999

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Weekly Planner

March 29 - April 04, 1999

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Weekly Planner

April 05-11, 1999

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Weekly Planner

April 12-18, 1999

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Weekly Planner

April 19-25, 1999

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Weekly Planner

April 26 - May 02, 1999

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Weekly Planner

May 03-09, 1999

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Weekly Planner

May 10-16, 1999

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Weekly Planner

May 17-23, 1999

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May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Weekly Planner

May 24-30, 1999

Monday
24

Tuesday
25

Wednesday
26

Thursday
27

Friday
28

Saturday
20

Sunday
30

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Weekly Planner

May 31 - June 06, 1999

Monday
31

Tuesday
1

Wednesday
2

Thursday
3

Friday
4

Saturday
5

Sunday
6

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Weekly Planner

June 07-13, 1999

Monday
7

Tuesday
8

Wednesday
9

Thursday
10

Friday
11

Saturday
12

Sunday
13

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Weekly Planner

June 14-20, 1999

Monday
14

Tuesday
15

Wednesday
16

Thursday
17

Friday
18

Saturday
19

Sunday
20

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Weekly Planner

June 21-27, 1999

Monday
21

Tuesday
22

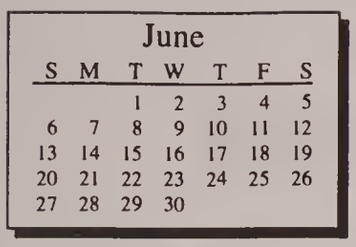
Wednesday
23

Thursday
24

Friday
25

Saturday
26

Sunday
27



Weekly Planner

June 28 - July 04, 1999

Monday
28

Tuesday
29

Wednesday
30

Thursday
1

Friday
2

Saturday
3

Sunday
4

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Weekly Planner

July 05-11, 1999

Monday
5

Tuesday
6

Wednesday
7

Thursday
8

Friday
9

Saturday
10

Sunday
11

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Weekly Planner

July 12-18, 1999

Monday
12

Tuesday
13

Wednesday
14

Thursday
15

Friday
16

Saturday
17

Sunday
18

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Weekly Planner

July 19-25, 1999

Monday
19

Tuesday
20

Wednesday
21

Thursday
22

Friday
23

Saturday
24

Sunday
25

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Weekly Planner

July 26 - August 01, 1999

Monday
26

Tuesday
27

Wednesday
28

Thursday
29

Friday
30

Saturday
31

Sunday
1

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Weekly Planner

August 02-08, 1999

Monday
2

Tuesday
3

Wednesday
4

Thursday
5

Friday
6

Saturday
7

Sunday
8

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Weekly Planner

August 09-15, 1999

Monday
9

Tuesday
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Wednesday
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Thursday
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Friday
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Saturday
14

Sunday
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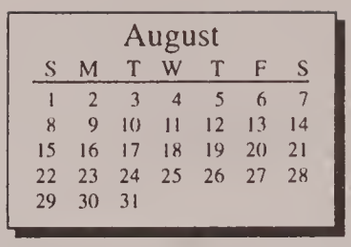

Weekly Planner

August 16-22, 1999

Monday
16

Tuesday
17

Wednesday
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Thursday
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Friday
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Saturday
21

Sunday
22

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